

# bizhub pro 920

# **User Manual**



- Copier
- POD Administrator
- Security



# Introduction

Thank you very much for your purchase of this machine.

This guide deals with making copies, correct handling of the machine, and precautions for safety. Please read before copying.

In order to maintain a satisfactory copying performance, please keep this guide readily available for reference in the rear pocket of the machine.

### **ENERGY STAR® Program**

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, we have determined that this product meets the ENERGY STAR



guidelines for energy efficiency, based on the following features.

### Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes.

### Sleep

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 8.9 W or less. In the standard setting, Sleep follows Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Sleep function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes.

### **Automatic Duplex Copying**

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Low Power function, Sleep function, and Automatic Duplex Copying function.

### The Control Software version is as follows

(This software consists of Image control program and Controller control program.)

Image control program (Image Control I1) version: 10-0000, 20-0000 or later Controller control program (IP Control P) version: 10-0000, 20-0000 or later

### About the Firmware version display function

The bizhub PRO 920 Control Software (Image control program / Controller control program) version mentioned above can be confirmed by using the service representative (CE) service mode firmware version display function.

When you display the firmware version, the Image control program and Controller control program versions will be displayed as follows.

Image control program (Image Control I1) version: 2 digits + 4 zeros following the hyphen (Ex: 10-0000) Controller control program (IP Control P) version: 2 digits + 4 zeros following the hyphen (Ex: 10-0000)

Please keep this in mind when checking the software version.

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- The information written in this User's Guide is subject to change without prior notice.

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# 1

# Precautions for Installation and Use

# Precautions for Installation and Use

### 1.1 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.



### Note

Some parts of the contents of this section may not correspond with the purchased product.

### **Warning and Precaution Symbols**

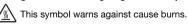
The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

WARNING	Ignoring this warning could cause serious injury or even death.
<b>A</b> CAUTION	Ignoring this caution could cause injury or damage to property.

### Meaning of Symbols



A triangle indicates a danger against which you should take precaution.





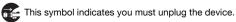
A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A solid circle indicates an imperative course of action.



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### Disassemble and modification



### WARNING

 Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



 Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.



### Power cord



### WARNING

 Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.



Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative



### Power source



### WARNING

 Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.



 Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.



 Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.

Contact your authorized contino representative if an extension cord.



Contact your authorized service representative if an extension cord is required.

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### Power source

Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.





The outlet must be near the equipment and easily accessible.
 Otherwise you can not pull out the power plug when an emergency occurs.



### Power plug



 Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.



 Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.





 Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



 Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



### Grounding



 Connect the power cord to an electrical outlet that is equipped with a grounding terminal.



### Installation



 Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.







 After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.



• Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.



 Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.



Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



 Do not use flammable sprays, liquids, or gases near this product, as a fire could result.



### Ventilation



Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.



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## 1

### Actions in response to troubles



 Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odour or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



 Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.





The inside of this product has areas subject to high temperature, which may cause burns.
 When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.



### Consumables



Do not throw the toner cartridge or toner into an open flame.
 The hot toner may scatter and cause burns or other damage.





 Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.



 Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



### When moving the machine



 Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



 When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.



### Before successive holidays



 Unplug the product when you will not use the product for long periods of time.



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# 1.2 Regulation Notices

### **Laser Safety**

This product employs a Class 3B laser diode having maximum power of 15 mW and wavelength of 775 - 800 nm.

This product is certified as a Class 1 laser product. Since the laser beam is concealed by protective housings, the product does not emit hazardous laser radiation as long as the product is operated according to the instructions in this manual.

### - For Denmark Users

### **ADVARSEL**

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for sråling.

Klasse 1 laser produkt der opfylder IEC 60825-1 sikkerheds kravene. Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 775 - 800 nm.

### - For Norway Users

### **ADVARSEL**

Dersom apparatet brukes på annen måte enn spesifisert I denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bøkgelengde er 775 - 800 nm.

### - For Finland, Sweden Users

LUOKAN 1 LASERLAITE KLASS 1 LASER APPARAT

### **VAROITUS!**

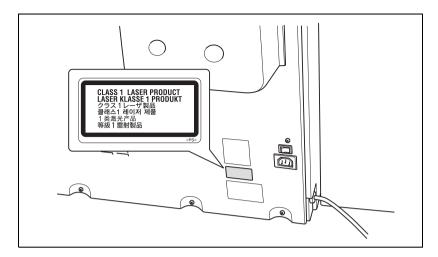
Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 775 - 800 nm.

### **VARNING!**

Om apparaten används på annat sätt än I denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 775 - 800 nm.



### **Ozone Release**

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the machine is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the machine is being used continuously over a long period.

### **Electromagnetic Interference**

This product must be used with a shielded network cable and shielded USB interface cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

### For European Users

This product complies with the following EU directives: 89/336/EEC. 73/23/EEC and 93/68/EEC

This declaration is valid for the areas of the European Union (EU) or EFTA only.

This device must be used with a shielded network cable and shielded USB interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under 89/336/EEC rules.

### For German Users

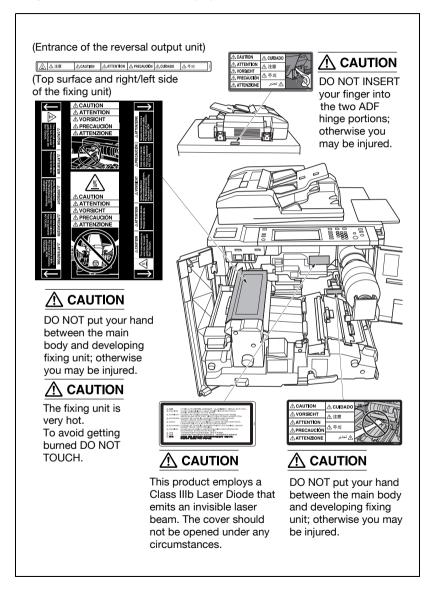
Maschinenlärminformations - Verordnung - 3. GSGV, 18.01.1991:

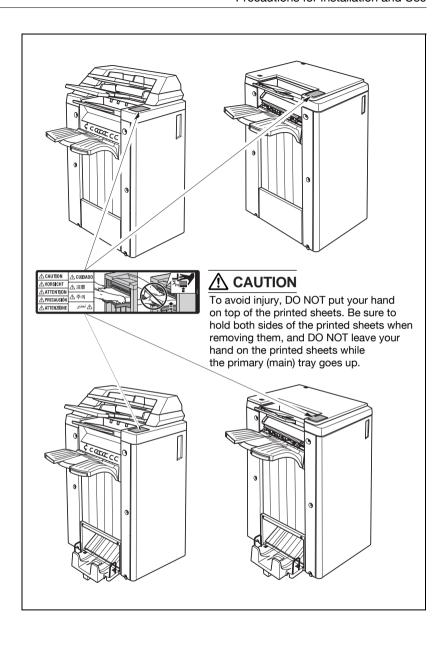
Der arbeitsplatzbezogene Immisionswert betraegt 70 dB(A) oder weniger nach ISO 7779.

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### 1.3 Caution Labels and Indicators

The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury.

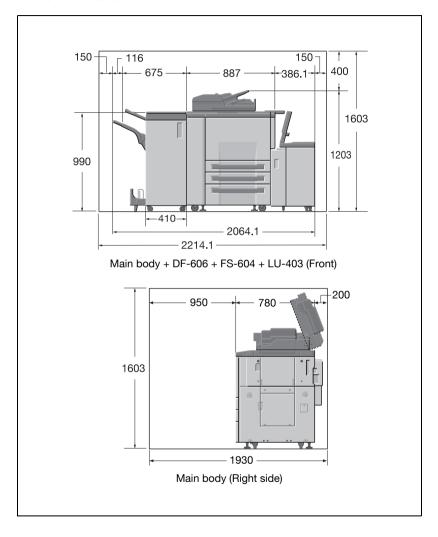


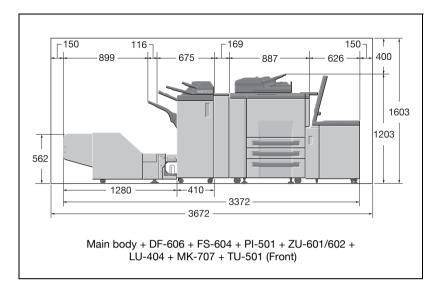


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# 1.4 Installation Space

Allow sufficient space for facilitating copy operation, changing parts, and periodic inspection. Leave an adequate space behind the machine to let hot air out from the rear fan.







### Detail

The whole machine may weigh approx. 510 kg at maximum, depending on the combination of options. Be sure to choose a level and solid floor for the installation place.



### Reminder

Finisher tray of Finisher FS-509/FS-604 gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

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# -

# 1.5 Operation Precautions

To ensure the optimum performance of this machine, observe the precautions described below.

#### **Plug Socket**

A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur. See the following list to match the power supply and power consumption:

• 230V / 50Hz: More than 15A

#### **Operating Environment**

Avoid any environment that is outside the range shown below:

Temperature: 10°C (50°F) to 30°C (86°F)

Humidity: 10% to 80%

#### **Paper**

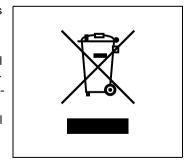
Check paper to be sure it conforms to the specifications outlined in Section 3.

- Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.
- To avoid machine trouble, do not use heat-sensitive paper, coloured OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.

#### For EU member states only

This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



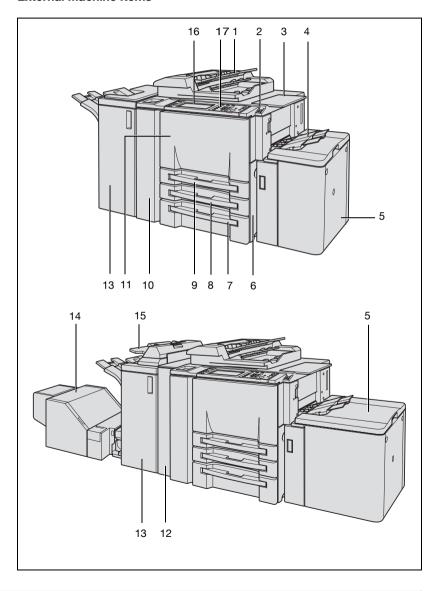
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# Preparation for Use

# 2 Preparation for Use

# 2.1 Machine Configuration

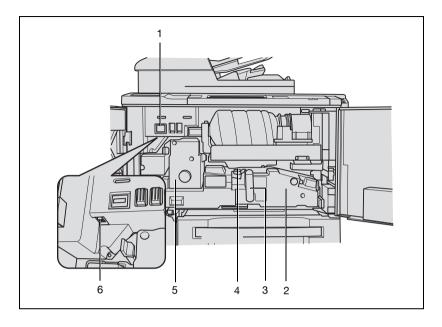
## **External Machine Items**



No.	Item	Description
1	ADF (Automatic Document Feeder)	Automatically feeds multiple originals one at a time to the original glass for copying.
2	Sub power switch	Turns machine power on/off when pressed.
3	Work table	Provides a convenient workspace for documents both before and after copying.
4	Multi-sheet bypass tray	Used for small quantity copying onto plain paper of other size or type than that loaded in main body trays, or copying onto special paper.
5	Tray 4 (Large capacity unit LU-403/ LU-404) (option)	Holds 4,000 sheets (LU-403) / 4,000 sheets (LU-404) of 80 g/m $^2$ paper.
6	Right side door	Opens to allow removal of mishandled paper.
7	Tray 3 (universal tray)	Holds 1,000 sheets (80 g/m <sup>2</sup> paper) from A3 to A5.
8	Tray 2 (universal tray)	Holds 500 sheets (80 g/m $^2$ paper) from A3 to A5.
9	Tray 1 (universal tray)	Holds 500 sheets (80 g/m <sup>2</sup> paper) from A3 to A5.
10	Left side door	Opens to turn the main power switch on/off, or opens together with front door to allow removal of mishandled paper.
11	Front door	Opens to allow toner supply or removal of mishandled paper.
12	Z folding unit ZU-601/602 (option)	Punches file holes and/or z-folds the output copies.
13	Finisher FS-509/FS-604 (option)	Sorts and/or staples copies into finished sets, and FS-604 also folds or folds & staples copies into bookletstyled sets. With optional Punch kit PK-504/505 installed, Punch mode is also available.
14	Trimmer unit TU-501 (option)	Trims the end of booklet.
15	Post inserter PI-501 (option)	Used together with FS-509/FS-604, loads cover sheet paper to feed it as cover, and enables to use Finisher manually.
16	Touch panel	Displays interactive operation screens.
17	Control panel	Controls copier operations and displays messages as required.

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#### **Internal Machine Items**



No.	Item	Description
1	Total counter	Indicates the total number of copies and prints made.
2	Conveyance fixing unit	Passes the paper through the drum unit, fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
3	Conveyance fixing unit lever	Can be opened rightward to withdraw the conveyance fixing unit for removal of mishandled paper.
4	Drum unit	Forms the copy image.
5	Fixing unit	Fuses the toner onto the copy paper.
6	Main power switch	Used only by service representative turns machine power on/off when pressed.

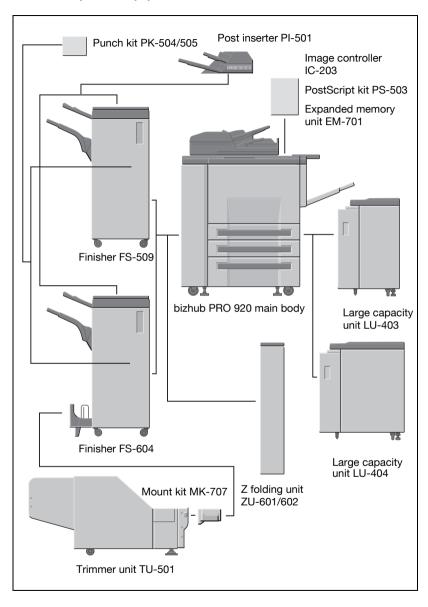


# **⚠** CAUTION

The internal fixing unit is very hot.

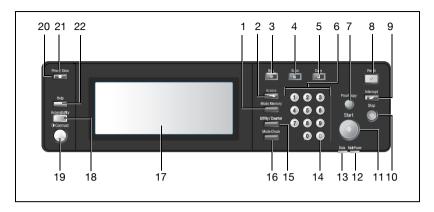
To avoid getting burned, DO NOT TOUCH.

#### **Standard/Optional Equipment**



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## **Control Panel Layout**



No.	Name	Description
1	[Mode Memory] key	Displays screens for selecting job store/job recall functions.
2	[Access] key	Sets the machine to allow copying/scanning/print- ing only when the User Authentication/Account Track password is entered.
3	[Box] key	Press to store the image data in HDD of the main body or on a PC over a network, or to recall the stored data. The indicator of the key will light when pressed.
4	[Scan] key	Press to scan the original images, or to specify the address for data transmission. The indicator of the key will light when pressed.
5	[Copy] key	Press to operate copying functions. The indicator of the key will light when pressed.
6	Keypad	Enters numeric value such as print quantity.
7	[Proof Copy] key	Outputs a single set of copies to confirm whether the current settings are selected properly.
8	[Reset] key	Restores copier to the initial settings.
9	[Interrupt] key	Stops copying/scanning/printing in progress to allow a simple copying job.
10	[Stop] key	Ceases the copying sequence; deletes the stored memory.
11	[Start] key	Activates each function. The Start LED lights in green when machine operation is available, and turns orange if any operation cannot be started.
12	Main Power indicator	Lights in green when the main power switch is turned on.
13	Data indicator	Flashes while receiving print data.
14	[C] (clear) key	Allows resetting of print quantity.

No.	Name	Description
15	[Utility/Counter] key	Displays the Utility Screen or Counter Screen.
16	[Mode Check] key	Displays a screen showing all settings that are selected for the current job.
17	Touch panel	Displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
18	[Accessibility] key	Adjusts the response time when touch panel keys or control panel keys are pressed.
19	Contrast adjustment dial	Can be turned to adjust the brightness of the touch panel.
20	Power Save LED	Lights when any power-saving mode is activated, or machine power is off due to the timer function.
21	[Power Save] key	Enables temporary use of the machine when the Power Save LED is lit, or activates power-saving mode for times when the copier is inactive.
22	[Help] key	Displays a screen with help for the currently selected function.



# **↑** CAUTION

The touch panel of the control panel is covered with glass.

Do not drop heavy objects on the glass, or put excess weight or pressure on it; otherwise the glass may break or scratched and you may be injured.



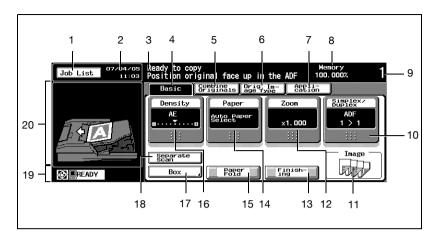
# **↑ CAUTION**

If the Service Call Screen is displayed, copier operations cannot be continued any more.

Stop the operation to prevent any unexpected accident. Write down the report code, then switch off the machine and disconnect from the power socket. Contact your service representative and inform them of the report code.

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#### **Basic Screen**

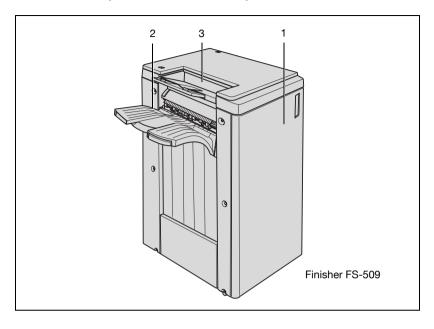


No.	Name	Description
1	[Job List] key	Touched to display the Job List Screen.
2	Date and time indicator	Displays the present date and time, and changes to the timer indication 5 minutes before the Weekly Timer functions if activated.
3	Message area	Displays messages concerning toner supply, preventive maintenance, and printing job.
4	[Basic] tab	Touched to specify the basic copy settings.
5	[Combine Originals] tab	Touched to use the combination function, and to specify the condition of originals to be scanned.
6	[Original Image Type] tab	Touched to specify the original image type.
7	[Application] tab	Touched to select various application functions.
8	Memory indicator	Indicates the remaining memory available for the next operation.
9	Set quantity indicator	Indicates the print quantity entered from the control panel keypad.
10	[Simplex/Duplex] key	Touched to select the copy mode (1-1, 1-2, 2-1, or 2-2).
11	Image area	Displays an icon indicating the position of staple(s), punch holes when specified in the finishing mode, etc.
12	[Zoom] key	Touched to select the preset zoom, user-set zoom, or XY zoom mode.
13	[Finishing] key	Touched to specify the desired finishing mode other than the paper fold modes specified below.

No.	Name	Description
14	[Paper] key	Touched to select the desired paper size or Auto Paper Select function, and also to specify the paper type and size of the paper loaded in the Multi-sheet bypass tray.
15	[Paper Fold] key	Touched to use Half Fold, Fold&Staple, Trimming, Z-Fold, Letter Fold In, or Letter Fold Out function.
16	[Density] key	Touched to specify the desired exposure level, to activate the automatic exposure function, to select the preset density, or to specify the background density.
17	[Box] key	Touched to store the scanned image data on HDD, or to recall the stored data from HDD for printing.
18	[Separate Scan] key	Touched to store scanned images into memory.
19	Machine status icons	Indicate the current machine status.
20	Setting image area	Illustrates various settings during the operation.

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#### Finisher FS-509 (+ Punch Kit PK-504/505)

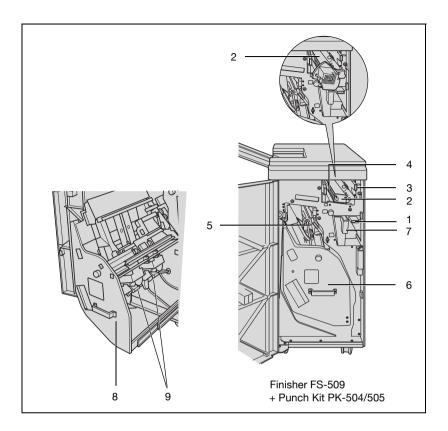


No.	Name	Description
1	Finisher door	Opens to the internal finisher to allow replenishing staples and clearing mishandled paper, and also to allow removal of waste paper punched out when Punch kit PK-504/505 is installed.
2	Primary (main) tray	Holds sets output in the selected finishing mode other than specified above.
3	Secondary (sub) tray	Holds sets output in Sort, Group, Face Up, or Face Down mode.



#### Reminder

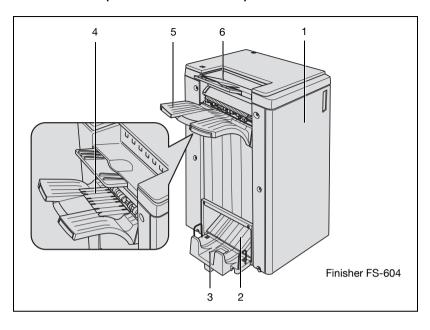
The Primary (Main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.



No.	Name	Description
1	Inlet lever	Opens downward to remove mishandled paper.
2	Punch kit (option)	Punches file holes in output copies.
3	Cover sheet conveyance lever	Opens leftward to remove mishandled paper.
4	Secondary (Sub) tray convey- ance lever	Opens rightward to remove mishandled paper.
5	Stacker conveyance lever	Opens down and leftward to remove mishandled paper.
6	Stacker unit	Holds stapler.
7	Waste basket (option)	Holds waste paper punched out and withdrawn for removal of waste paper.
8	Stacker unit handle	Withdraws the unit to allow clearing mishandled paper or replenishing staples.
9	Cartridge housing	Holds staple cartridge and to be removed from the stacker unit when replenishing staples.

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# Finisher FS-604 (+ Punch Kit PK-504/505)

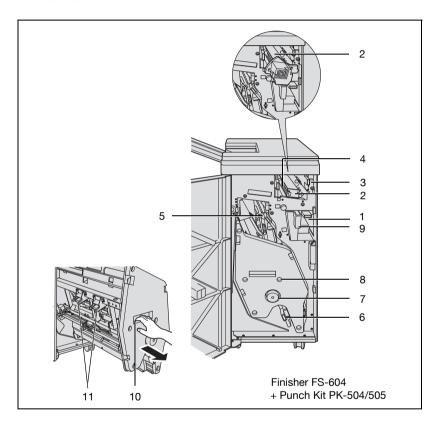


No.	Name	Description
1	Finisher door	Opens to the internal finisher to allow replenishing staples and clearing mishandled paper, and also to allow removal of waste paper punched out when Punch kit PK-504/505 is installed.
2	Folding mode outlet	Delivers sets output in Half Fold, Fold&Staple, Letter Fold In, or Letter Fold Out mode.
3	Folding mode tray	Holds sets output in Half Fold, Fold&Staple, Letter Fold In, or Letter Fold Out mode.
4	Exit paper guide	Used to hold paper to prevent it from being curled excessively. Normally stored in the guide holder on the back of the finisher.
5	Primary (main) tray	Holds sets output in the selected finishing mode other than specified above.
6	Secondary (sub) tray	Holds sets output in Sort, Group, Face Up, or Face Down mode.



#### Reminder

The Primary (Main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

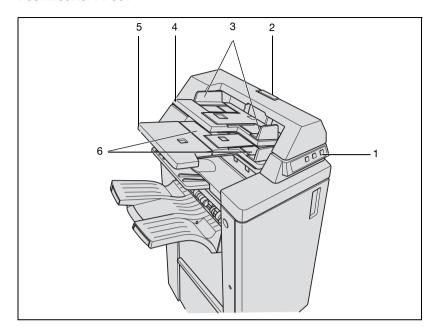


No.	Name	Description
1	Inlet lever	Opens downward to remove mishandled paper.
2	Punch kit (option)	Punches file holes in output copies.
3	Cover sheet conveyance lever	Opens leftward to remove mishandled paper.
4	Secondary (Sub) tray convey- ance lever	Opens rightward to remove mishandled paper.
5	Stacker conveyance lever	Opens down and leftward to remove mishandled paper.

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No.	Name	Description
6	Lower lever	Opens leftward after withdrawing the stacker unit, in order to remove mishandled paper.
7	Knob	Can be turned to ease removal of mishandled paper.
8	Stacker unit	Holds stapler, and also holds the device to provide Half Fold, Fold&Staple, Letter Fold In and Letter Fold Out modes.
9	Waste basket (option)	Holds waste paper punched out and withdrawn for removal of waste paper.
10	Stacker unit handle	Withdraws the unit to allow clearing mishandled paper or replenishing staples.
11	Cartridge housing	Holds staple cartridge and to be removed from the stacker unit when replenishing staples.

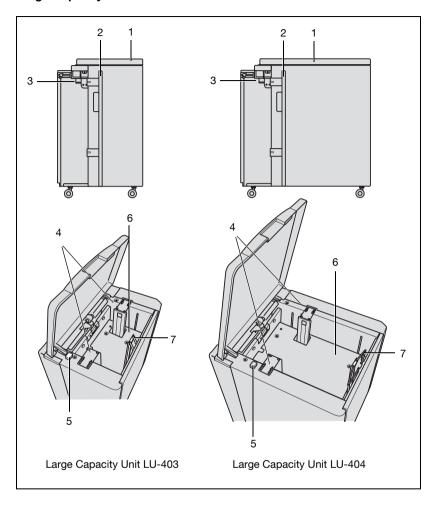
## Post Inserter PI-501



No.	Name	Description		
1	Manual finishing operation panel	Operates when using finisher manually.		
2	Upper unit release lever	Opens upward to slide the upper unit leftward whe removing mishandled paper.		
3	Upper tray paper guides	Hold cover sheets to fix the position.		
4	Cover sheet feeder (upper)	Holds cover sheets.		
5	Cover sheet feeder (lower)	Holds cover sheets to be used for manual operation.		
6	Lower tray paper guides	Hold cover sheets to fix the position.		

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# Large Capacity Unit LU-403/LU-404



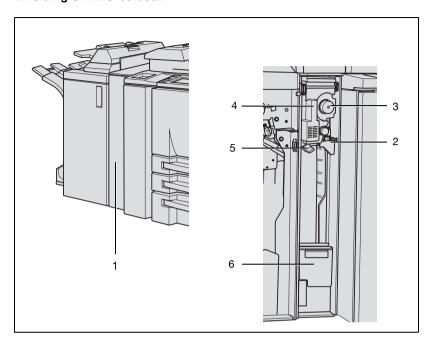
No.	Name	Description	
1	Top door	Opens to allow paper loading or removal of mishandled paper.	
2	Left side door	Opens to allow removal of mishandled paper.	
3	Relay lever	Can be moved downward to ease removal of mishandled paper.	
4	Paper guides	Hold copy paper to fix the position.	
5	Paper loading button	Pressed to lower the bottom plate to allow paper loading.	

No.	Name	Description		
6	Bottom plate	Goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.		
7	Rear stopper	Fixes the rear end of copy paper.		

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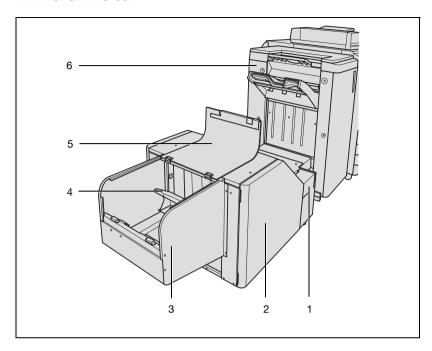
# 2

# Z Folding Unit ZU-601/602



No.	Name	Description		
1	Z folding unit front door	Opens to allow removal of mishandled paper or waste paper punched out.		
2	Inlet lever	Opens to allow removal of mishandled paper.		
3	Knob	Turned to ease removal of mishandled paper.		
4	Handle	Can be withdrawn to allow removal of mishandled paper.		
5	Outlet lever	Opens to allow removal of mishandled paper.		
6	Waste basket	Holds waste paper punched out and withdrawn for removal of waste paper.		

#### **Trimmer Unit TU-501**



No.	Name	Description		
1	Front-right cover	Opens to allow removal of mishandled paper.		
2	Front door	Opens to allow removal of mishandled paper or waste paper.		
3	Trimmer stacker	Holds sets output in Trimming mode.		
4	Trimmer unit tray	Slides to the left side each time a trimmed booklet is delivered.		
5	Trimmer stacker cover	Opens to allow you to take out the finished sets.		
6	Finisher FS-604	Available for the Trimmer unit to be installed.		



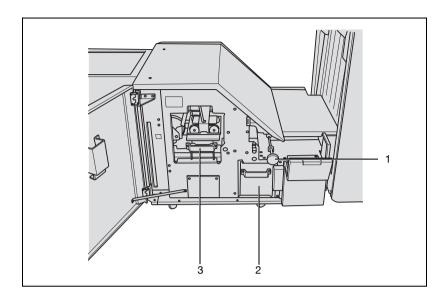
#### Reminder

DO NOT place heavy objects on the trimmer stacker or apply any weight on it. Excessive weight applied to the inside or outside of the trimmer stacker will damage the equipment.

DO NOT use the stacker for storage. The tray inside the stacker slides to the left while finished sets are delivered; impeding the movement may cause an unexpected trouble.

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No.	Name	Description
1	Trimmer unit knob	Can be turned to ease removal of mishandled paper.
2	Waste basket	Holds waste paper cut off from the booklets and withdrawn for removal of waste paper.
3	Trimmer pressure release lever	Opens to allow removal of mishandled paper.

# 2.2 Turning On/Off the Power Switch

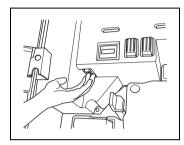
This machine has two power switches, namely, main power switch and sub power switch.

The main power switch should normally be kept turned on. Be sure not to use it in usual operation.

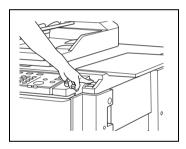
#### To turn on the power

- 1 Turn ON the main power switch.
  - The main power switch is located inside the machine. Open the front door and left door to reach it.

When the main power switch is turned on, the Main Power indicator on the control panel will light in green.



- 2 Turn ON the sub power switch.
  - The sub power switch is located on the right side of the control panel.



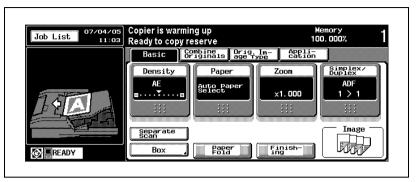
The Wake-up Screen and Basic Screen will be displayed.



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Warmup takes approx. 5.5 minutes.

During warmup, the message "Ready to copy reserve" will be displayed in the message area of the Basic Screen.



When printing job becomes available, the message "Ready to copy" will be displayed.



#### Note

If the initial settings are changed by the administrator, the modified conditions will be displayed on the Basic Screen.

If a key counter or copy card is required, follow the instruction on the screen.



#### **Detail**

While the machine is warming up, you can select copy conditions and start scanning so that the machine may start printing immediately the machine engine is ready. See "Setting Job During Warmup" on page 8-18 for details.

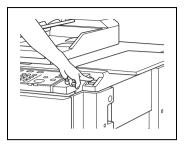
User Authentication or Account Authentication may be required to operate the machine. See "Making Authentication" on page 2-30 for details.

Administrator can set the machine to display seven types of warmup screen during warmup. For details, refer to "8 Warm Up Screen On/Off" on page 17-24.

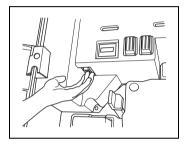
#### To turn off the power

- 1 Turn OFF the sub power switch.
  - The sub power switch is located on the right side of the control panel.

The touch panel and all the LEDs on the control panel other than the Main Power indicator will go out.



- 2 Turn OFF the main power switch.
  - The main power switch is located inside the machine. Open the front door and left door to reach it.





#### Reminder

If the machine is under control of the Weekly Timer function, turning off the power will deactivate the function.

Be sure not to turn off the main power switch in usual operation.

When turning the main power switch off then on, be sure to wait 10 seconds or longer before turning it on again; otherwise the machine may not operate properly.

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# 2.3 To Use Machine When Power Save LED Lights

If you find the Power Save LED lit on the control panel, the machine cannot be operated due to the Power Save or Weekly Timer function.

Press [Power Save] on the control panel.

If Power Save has been activated, the machine will become available for copying operation.



#### Detail

Power Save function has two modes; Low Power and Sleep. See the following description for details.



This function can also be activated manually. See "Using Power Save Manually" on page 2-27 for details.

If Weekly Timer has been activated, the Basic Screen will appear with the message "Timer interrupt mode / Please input password" displayed in the message area, and the machine operation will be available temporarily by the Timer Interrupt function. See "When Weekly Timer Is Activated" on page 2-28 for details.

#### Low Power

This function conserves energy by lowering the power consumption to 228.6W or less in standby mode.

Low Power activates automatically after a specified period (initially 15 minutes) of copier inactivity with the Power Save LED lit, touch panel gone off, and all other LEDs except Start LED on the control panel turned off. The Start LED will turn orange, while the Main Power indicator keeps green.

To start a copying job, press any key on the control panel or touch panel.



#### Detail

The Low Power function can be set to 5 minutes/10 minutes/15 minutes/30 minutes/60 minutes/120 minutes/240 minutes. For details, refer to "1 Power Save Setting" on page 18-13.



#### Note

If the Sleep function activates at the same time, the power will be turned off

The touch panel will not go off during a duplex copying job or when the Jam Position Screen is displayed.

#### Sleep

This function achieves further energy conservation by reducing power consumption to 8.9W or less in standby mode.

In the initial setting, Sleep follows Low Power after a specified period (initially 90 minutes) of copier inactivity, with the Power Save LED lit and all other LEDs on the control panel and touch panel turned off. The Main Power indicator keeps green.

To start a copying job, press [Power Save]. The copying operation will become available.



#### Detail

The Sleep can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes, or can be deactivated. For details, refer to "1 Power Save Setting" on page 18-13.

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#### **Using Power Save Manually**

Follow the procedure below to operate Power Save function (Low Power or Sleep) manually.

1 Press [Power Save] for one second or longer, then release it.

The following message will be displayed.

#### Using Sleep:

Entry Sleep mode, after 10 second Press key/screen to cancel



#### Using Low Power:

Entry Low Power mode, after 10 second Press key/screen to cancel

Power Save will be activated.

The [Power Save] LED will be lit and the touch panel will be turned off.



#### Detail

Be sure to press [Power Save] for one second or longer, otherwise the following message will be displayed and the Sleep (Low Power) mode will not be activated.

Press Power Save more than one second, then release it for sleep mode

Press Power Save continuously more than one second for low power mode



#### Detail

The machine is initially set to activate the Sleep function manually. To use Low Power instead, refer to "1 Power Save Setting" on page 18-13.

#### When Weekly Timer Is Activated

The Weekly Timer function turns a copier on and off at the time specified by the administrator.

When a machine is in OFF condition under control of Weekly Timer, the [Power Save] LED is lit and machine operation is unavailable.

However, the following procedure temporarily enables the machine operation. (Timer Interrupt)

#### Prerequisites:

- The Timer Interrupt password is to be specified in the administrator setting. Ask your administrator for the password.
- ✓ The machine power will be turned off automatically if 5 minutes have passed without entering a password.
- ✓ Entering a number smaller than 5 will set the minute at 5. A number larger than 60 is also unavailable.
- 1 Press [Power Save] on the control panel.

The Basic Screen will be displayed along with the following message: Timer interrupt mode Please input password

- Does the message read "Input copy time / 0 hour(s) 05 minute(s)"?
- → Password is not required to be entered. Proceed to step 3.
- Enter the Timer Interrupt password, then press [Start].
  - Enter a 4-digit Timer Interrupt password using the control panel keypad.

Timer interrupt mode Please input password #### Press [Start].

- Is the entered password invalid?
- → Continue by entering the valid 4-digit password.

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- 3 Set the hour for the interrupt use, then press [Start].
  - Enter a 1-digit hour (ex. 3 for 3 hours) using the control panel keypad. (0 ~ 9)

Input copy time

3 hour(s) 05 minute(s)

Press [Start].

- 4 Set the minute for the interrupt use, then press [Start].
  - Enter a 2-digit minute (ex. 07 for 7 minutes) using the control panel keypad. (00 ~ 59)

Input copy time

3 hour(s) 07 minute(s)

Press [Start].

Copying is available until the set time is up.

When the machine operation is finished, press [Power Save] for one second or longer, then release it.

The machine returns to OFF condition.



#### Detail

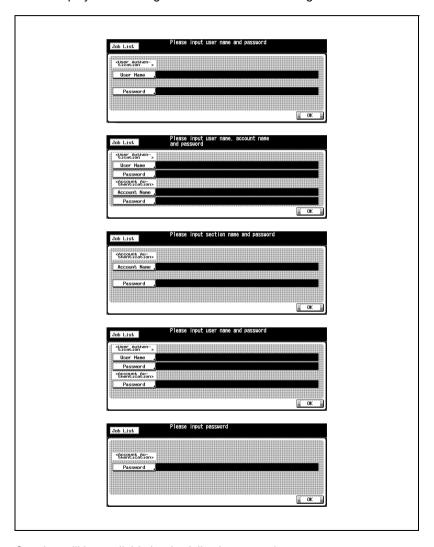
For various settings of the Weekly Timer function, refer to "3 Weekly Timer Setting>1 Weekly Timer On/Off Setting" on page 18-19.

# 2.4 Making Authentication

This machine can prohibit its operation until the user name, user password, account name, and/or account password specified by the administrator are verified.

Copy quantity limit for each account can also be set.

When the machine is turned on, one of the following Authentication Screen will be displayed according to the authentication setting.



Copying will be available by the following procedure.

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#### To make authentication

- 1 Enter the user name, user password, account name, and/or account password, as required.
  - Touch the desired item key to display the keypad screen.
     Enter your user name (Max. 64 characters), user password (Max. 64 characters), account name (Max. 8 characters) and/or 8-digit account password.
- 2 Touch [OK].
  Check that the screen message changes to "Ready to copy."
- 3 Start machine operation.
  Normal copying/printing/scanning job is available on the machine.
- 4 When machine operation is completed, press [Access].
  The initial state will be restored, with the User Authentication Screen displayed on the touch panel.



#### Detail

Contact your administrator if the message "Copy limit reached" is displayed and machine operation becomes unavailable.

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# 3

# Paper and Original Information

# 3 Paper and Original Information

# 3.1 Paper Information

This machine is equipped with the following trays for loading copy paper.

- Trays 1, 2, and 3 (Main body trays)
- Tray 4 (Large capacity unit LU-403/404)
- Multi-sheet bypass tray

Also, the following equipment is provided for conveying/processing/delivering copies.

- ADU (Automatic Duplex Unit)
- Finisher (FS-509/FS-604)
- Post inserter (PI-501)
- Punch kit (PK-504/505)
- Z folding unit (ZU-601/602)
- Trimmer unit (TU-501)

### **Paper Weight**

Paper trays	Weight
Tray 1, 2, and 3 (Main body trays)	61 to 90 g/m <sup>2</sup>
Large capacity unit LU-403/404	Thick 1: 91 to 170 g/m <sup>2</sup> Thick 2: 171 to 200 g/m <sup>2</sup>
Multi-sheet bypass tray	Thin: 50 to 60 g/m <sup>2</sup> Tab paper: 91 to 130 g/m <sup>2</sup>

Equipment	Weight
ADU	61 to 200 g/m <sup>2</sup>
Finisher FS-509	50 to 200 g/m <sup>2</sup>
Finisher FS-604	60 to 105 g/m <sup>2</sup> + 200 g/m <sup>2</sup> 81 to 105 g/m <sup>2</sup> + 200 g/m <sup>2</sup> (for Fold&Staple mode only)
Post inserter PI-501	50 to 200 g/m <sup>2</sup>
Punch kit PK-504/505	50 to 128 g/m <sup>2</sup>
Z folding unit ZU-601/602	60 to 90 g/m <sup>2</sup>
Trimmer unit TU-501	60 to 105 g/m <sup>2</sup> + 200 g/m <sup>2</sup>



### Detail

The paper type setting for trays 1 to 4 is described in "Paper Setting" on page 15-3.

The paper type setting for Multi-sheet bypass tray is described in "Copying Using Special Paper (Bypass Tray Setting)" on page 9-16.

See "Loading Tabbed Sheets in Tray" on page 4-10 for loading tabbed sheets in main body trays and Multi-sheet bypass tray.



### Reminder

The tray specified as Tab paper cannot be used in duplex copying.

Be sure to load only the paper type specified for that tray such as Thick, Thin, or Tab paper.

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# **Tray/ Exit Tray Capacity**

Paper trays	Capacity
Tray 1 and 2 (Main body trays)	500 sheets (80 g/m <sup>2</sup> )
Tray 3 (Main body tray)	1,000 sheets (80 g/m²)
Tray 4 (Large capacity unit LU-403)	4,000 sheets (80 g/m²)
Tray 4 (Large capacity unit LU-404)	4,000 sheets (80 g/m²)
Multi-sheet bypass tray	150 sheets (80 g/m²) 1 sheet each for OHP transparencies

Equipment		Capacity		
ADU		Unlimited		
Finisher FS-509	Secondary (sub) tray	200 sheets		
	Primary (main) tray	500 sheets (A5, A5R, 5.5"×8.5", 5.5"×8.5"R) 3,000 sheets (A4, A4R, B5, B5R, 8.5"×11", 8.5"×11"R) 1,500 sheets (A3, B4, 11"×17", 8.5"×14") * See the table below for Staple and Z-Fold mode.		
Finisher FS-604	Secondary (sub) tray	200 sheets		
	Primary (main) tray	500 sheets (A5, A5R, 5.5"×8.5", 5.5"×8.5"R) 2,500 sheets (A4, A4R, B5, B5R, 8.5"×11", 8.5"×11"R) 1,500 sheets (A3, B4, 11"×17", 8.5"×14") * See the table below for Staple and Z-Fold mode.		
	Fold&Staple tray	Approx. 100 sheets Half Fold: 33 sets for 3-sheet-folded booklet (99 sheets, 396 pages) (25 sets for A4R, 8.5"×11"R) Fold&Staple: 20 sets for 5-sheet-folded booklet (100 sheets, 400 pages) (15 sets for A4R, 8.5"×11"R), or 5 sets for 20-sheet-folded booklet (100 sheets, 400 pages) * Maximum number of folded sheet is 3 for Half Fold, and 20 for Fold&Staple mode.		
Post inserter PI-50	1	Approx. 200 sheets (200 g/m²) or within 30 mm thick		
Z folding unit ZU-601/602		Punch: Unlimited Z-Fold: 1 sheet only		
Trimmer unit TU-50	01	Approx. 512 sheets 100 sets max. for 2~5-sheet-folded booklet 50 sets max. for 6~10-sheet-folded booklet 32 sets max. for 11~16-sheet-folded booklet * Maximum number of folded sheet is 3 for Half Fold and Trimming, and 16 for Fold&Staple and Trimming.		



### Note

See the following tables for Tray capacity for Staple and Z-Fold with Staple modes.

Primary (main) tray capacity for Staple mode using Finisher FS-604:

Paper size / Number of stapled sheets	B4/B4W, A4/A4W, A4R/A4WR, B5/B5W, A5/A5W (8.5"×14", 8.5"×11"/8.5"×11"W, 8.5"×11"R/8.5"×11"WR, 5.5"×8.5"/ 5.5"×8.5"W)	A3/A3W (11"×17"/ 11"×17"W)
2 ~ 9	100 sets	50 sets
10 ~ 20	50	50
21 ~ 30	30	30
31 ~ 40	25	25
41 ~ 50	20	20

Primary (main) tray capacity for Staple and Z-Fold modes using Finisher FS-509/604:

Capacity for one stapled set		Primary (Main) tray capacity
Number of Z-folded sheets Number of regular sheets		
1 sheet	1 ~ 40 sheets	20 stapled sets
2 sheets	0 ~ 30	10
3	0 ~ 20	4
4	0 ~ 10	3
5	0	2
6 or more	Staple is unavailable with Z-Fold.	

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### Note

Finisher FS-509 is provided with two types of staple cartridge. Using 50-sheet-staple cartridge, up to 50 sheets can be stapled. Using 100-sheet-staple cartridge, up to 100 sheets can be stapled. Primary (main) tray capacity depends on the paper size and number of stapled sheets. Heed the limits by referring to the table below.

Paper size / Number of stapled sheets	B4, A4, A4R, B5, A5, 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"	A3, 11""×17"
2 ~ 9	150 sets	50 sets
10 ~ 20	50	50
21 ~ 30	30	30
31 ~ 40	25	25
41 ~ 50	20	20
51 ~ 60*	15	-
61 ~ 100*	10	-

<sup>\*</sup> Available with 100-sheet-staple cartridge only

# Paper Size

Paper trays	Available sizes
Tray 1, 2, and 3 (Main body trays)	<ul> <li>Standard: A3, B4, A4, A4R, B5, B5R, A5*, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"</li> <li>*: Portrait orientation only</li> <li>Original Size Detection: Detects 8.5"×11"R instead of A4R, 5.5"×8.5" instead of A5, and 8"×13"/8.12"×13.2"/ 8.25"×13"/8.5"×13" instead of 8.5"×14.</li> <li>Custom: Max. 314 × 445 mm ~ min. 182 × 140 mm</li> <li>Wide Paper: A3W, B4W, A4W, A4WR, B5W, A5W, 11"×17"W, 8.5"×11"WR, 5.5"×8.5"W</li> </ul>
Tray 4 (Large capacity unit LU-403)	A4 fixed (can be changed to the following sizes)  • Standard: B5, 8.5"×11"  • Custom: Max. 314 × 223 mm ~ min. 257 × 182 mm  • Wide Paper: A4W, B5W, 8.5"×11"W
Tray 4 (Large capacity unit LU-404)	A3 fixed (can be changed to the following sizes)  • Standard: B4, A4, A4R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R  • Custom: Max. 314 × 460 mm ~ min. 257 × 182 mm  • Wide Paper: A3W, B4W, F4W, A4W, A4WR, 11"×17"W, 8.5"×11"W, 8.5"×11"WR
Multi-sheet bypass tray	<ul> <li>Standard: A3, B4, A4, A4R, B5, B5R, A5, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"</li> <li>Original Size Detection: Detects 8.5"×11"R instead of A4R, 5.5"×8.5" instead of A5, and 8"×13"/8.12"×13.2"/ 8.25"×13"/8.5"×13" instead of 8.5"×14.</li> <li>Custom: Max. 314 × 460 mm ~ min. 100 × 148 mm</li> <li>Wide Paper: A3W, B4W, A4W, A4WR, B5W, B5WR, A5W, A5WR, 11"×17"W, 8.5"×11"W, 8.5"×11"WR, 5.5"×8.5"W, 5.5"×8.5WR</li> </ul>

Equipment	Available sizes
ADU	Standard/Original Size Detection: A3/11"×17" to A5*/5.5"×8.5"*  *: Portrait orientation only Custom: Unavailable Wide Paper: A3W/11"×17"W to A5W*/5.5"×8.5"W*  *: Portrait orientation only
Finisher FS-509	Max. 314 × 458 mm ~ min. 100 × 148 mm
Finisher FS-604	Max. 314 × 460 mm ~ min. 100 × 148 mm (A3, B4, A4R, 8.5"×11" only in Half Fold and Fold&Staple modes)
Post inserter PI-501	Max. 314 × 460 mm ~ A5  • Upper tray detection size: A4, B5, B5R, 8.5"×11", 8.5"×11"R, 5.5"×8.5"  Detects 8.5"×11"R instead of A4R, 5.5"×8.5" instead of A5  • Lower tray detection size: A3, B4, A4, B5, B5R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"  Detects 8.5"×11"R instead of A4R, 5.5"×8.5" instead of A5, and 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14.

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Equipment	Available sizes
Z folding unit ZU-601	Punch mode: A3, B4 Z-fold mode: A3 (z-fold), B4 (double-fold) All other paper sizes will be output without z-fold/double-fold.
Z folding unit ZU-602	Punch mode: A3, B4, A4, A4R, B5, B5R, A5, A5R Z-fold mode: A3 (z-fold), B4 (double-fold) All other paper sizes will be output without z-fold/double-fold.
Trimmer unit TU-501	A3, B4, A4R, 11"×17", 8.5"×14", 8.5"×11"R and those wide sizes



### Reminder

Be sure to use paper only of the size specified for the tray, especially when specified as one of the sizes in Original Size Detection, Custom, or Wide Paper.



### Note

If any size other than A4 (LU-403)/ A3 (LU-404) is desired, contact your service representative.

Detailed information of paper sizes are:

F4: 203 × 330 mm A3: 297 × 420 mm B4: 257 × 364 mm A4: 210 × 297 mm B5: 182 × 257 mm A5: 148 × 210 mm



### **Detail**

When setting wide size to the Multi-sheet bypass tray, be sure to specify the precise dimensions of paper to be used. See "Copying Using Special Paper (Bypass Tray Setting)" on page 9-16 for details.

### **Special Paper in Multi-Sheet Bypass Tray**

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the main body trays.

OHP transparencies, tracing paper



### Note

When using special paper type other than the above mentioned, select User as paper type in the Bypass tray setting.



# CAUTION

Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.)

→ An accident may occur as a result of fire.



### Reminder

To avoid machine trouble, do not use heat-sensitive paper, coloured OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.

### **To Store Copy Paper**

Heed the following precautions when storing copy paper.

- Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed.
  - Keep partially used packages tightly wrapped during storage.
- Do not place paper packages vertically to store.
   Paper curl due to the vertical storage may cause a paper misfeed.

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# 3.2 Original Information

Use the original glass or document feeder to position originals to copy.

### **Using Original Glass**

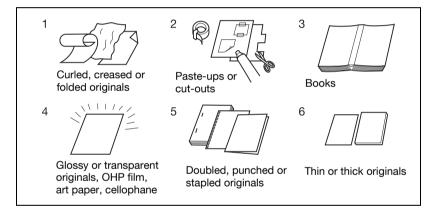
Use the original glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



### Detail

See each description in this guide for copy conditions which cannot use the document feeder to scan.

### Unsuitable ADF Originals:



Specifications for Using Original Glass:

- Detectable original size: A3, B4, A4, A4R, B5, B5R, A5, A5R
- Max. book weight/thickness: 6.8 kg / 30 mm
- Original placement: Face down on left depth side of glass



# CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF

→ The glass may be broken and you may be injured.



### Detail

Administrator can set the machine to detect B6R, 5.5"×8.5"R, 8.5"×11", or A4 instead of A5R. For details, refer to "7 Size Setting" on page 18-57.

Detectable paper size can be changed from Metric to Inch, Metric A Size Paper, or Full Size by the administrator. For details, refer to "7 Size Setting" on page 18-57.

### **ADF Originals**

Following four modes are provided when using the document feeder (ADF) to scan originals.

- Normal mode
- Mixed Original mode
- Z-Folded mode
- Single Feed mode

Specifications for each mode are described as follows.

### Normal mode:

- Sizes available to be fed: Max. 297 × 431.8 mm ~ 128 × 139.7 mm
- Detectable original size: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, 11"×17", 8.5"×11", 8.5"×13"
- Original weight: 50 ~ 130 g/m² (no special stock)
- Curling tolerance: 10 mm or less
- Max. feeder capacity: 100 sheets (80 g/m²)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

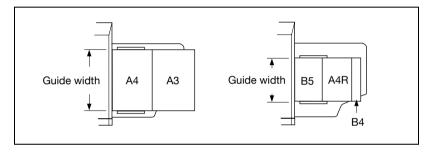
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### Mixed Original mode:

Use Mixed Original mode to copy mixed size originals.

- Original size: Three types of size combination are determined by the ADF guide width.
- A3, B4, A4, A4R, B5 and A5 mixed
- B4, A4R, B5, B5R, and A5 mixed
- A4R, B5R and A5 mixed
- Original weight: 50 ~ 130 g/m² (no special stock)
- Curling tolerance: 10 mm or less
- Max. feeder capacity: 100 sheets (80 g/m²)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

See below for the guide width of each combination.





### Detail

Detectable paper size can be changed from Metric to Inch, Metric A Size Paper, or Full Size by the administrator. For details, refer to "7 Size Setting" on page 18-57.

When loading 8.5"×11"R in the Multi-sheet bypass tray and specifying the size in Bypass tray setting, the machine will detect A4R original as 8.5"×11"R. For details of Bypass tray setting, see "Copying Using Special Paper (Bypass Tray Setting)" on page 9-16.

### Z-Folded mode:

Use Z-Folded mode to scan folded originals without using the size detection sensor of the ADF.

- Sizes available to be fed: 297 × 431.8 mm ~ 128 × 139.7 mm
- Detectable original size: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, 11"×17", 8.5"×11", 8.5"×13"
- Original weight: 50 ~ 130 g/m<sup>2</sup> (no special stock)
- Curling tolerance: 10 mm or less
- Max. feeder capacity: 100 sheets (80 g/m²)
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

### Single Feed mode:

Use Single Feed mode to copy thick originals to be fed one sheet at a time in the document feeder.

- Sizes available to be fed: Max. 297 × 431.8 mm ~ 128 × 139.7 mm
- Detectable original size: A3, B4, A4, B5, B5R, B6R, 11"×17", 8.5"×11"
- Original weight: 50 ~ 200 g/m<sup>2</sup> (single-sided) / 50 ~ 130 g/m<sup>2</sup> (double-sided)
- Curling tolerance: 10 mm or less
- Max. feeder capacity: 1 sheet at a time
- Feeding tolerance: 5 times or less (single-sided) / 3 times or less (double-sided)

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# Supplies & Handling

# 4 Supplies & Handling

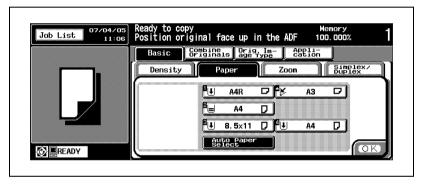
# 4.1 Loading Paper

If paper in a tray becomes empty while printing job is in progress, the Machine Status Screen will be displayed on the touch panel.

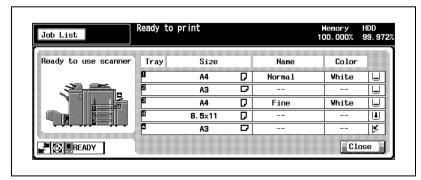
The paper size to be supplied is indicated in the message area, and paper indicator " | | | | " appears in the tray information area of the screen.

The Paper setting menu or Machine Status Screen also allows you to check the current paper level of the tray before it runs out.

To display the Paper setting menu, touch [Paper] on the Basic Screen.



To display the Machine Status Screen, touch [Job List] on the Basic Screen, then touch [Machine] on the Job List Screen.



The paper level is indicated by the five indicator types:



Follow the procedure below to supply the empty tray with copy paper.



### Reminder

Be sure to load the paper specified for the tray; otherwise mishandled paper may occur. To use paper other than the specified type, enter the Utility Menu to change the Tray Setting.

To avoid machine trouble, do not use heat-sensitive paper, paper that conducts electricity (silver, carbon, etc.), coloured OHP transparencies, or paper specifically designed for ink-jet printer, such as photo-paper.



### Detail

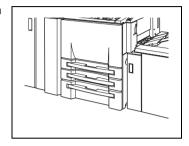
Printing job can be continued using paper in another tray even if the Machine Status Screen is displayed due to the emptied tray. Refer to "To change the tray selection" on page 5-8 for details.

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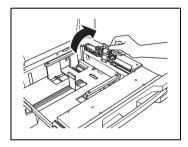
### Loading Paper in Tray 1, 2, and 3

The main body trays are universal and paper size can be readily changed when supplying paper.

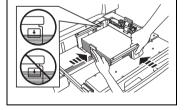
- ✔ Be sure that the machine is powered ON before withdrawing the tray.
- Only one tray can be withdrawn at a time.
- Withdraw the tray to be supplied with paper.
  - Be sure to withdraw the tray completely until it stops.



2 Open the paper feed roller.



- Place paper on the tray with any curl turning up, then move the side guide plates and rear guide to the edge of the paper.
  - Load paper aligning it to the paper feed roller side of the tray.
     Press the release knob of the front side guide plate to move the



- side guide plates, and also move the rear guide to the edge of the paper.
- 4 When paper is seated properly, close the paper feed roller.
- 5 Push in the tray until it locks into place.



### Reminder

Be sure to fan paper before loading; it may improve feeding ability of the machine.

Do not load above the limit level indicated on the side guide plate.

Be sure that the side guide plates and rear guide are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

Do not bump the tray into the main body; otherwise machine trouble may be caused.



### Detail

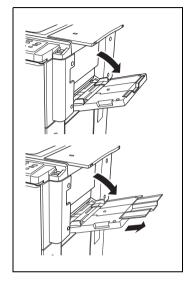
Changing paper size of the main body tray does not require any specific setting change, if standard size has been specified for that tray. if not, enter the Utility Screen to change the size setting. Refer to "Paper Setting" on page 15-3.

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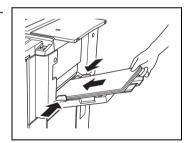
### **Loading Paper in Multi-Sheet Bypass Tray**

The Multi-sheet bypass tray accepts special paper type or size that cannot be loaded in the main body tray or in the large capacity unit.

- ✓ Load OHP transparencies, thick paper or tracing paper one sheet at a time, or stack regular paper up to 150 sheets (80 g/m² paper).
- Open the Multi-sheet bypass tray.
  - When loading large paper, withdraw the right edge of the Multisheet bypass tray to extend it.



2 Load copy paper, and adjust the paper guides to the paper size.



When copying is completed, close the Multi-sheet bypass tray.



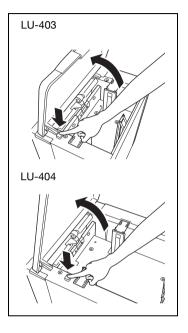
### Detail

The special paper type and size should be specified when loading it in the Multi-sheet bypass tray. See "Copying Using Special Paper (Bypass Tray Setting)" on page 9-16 for details.

## Loading Paper in LCU (LU-403/LU-404)

The Large capacity unit can be loaded with only the paper size previously specified.

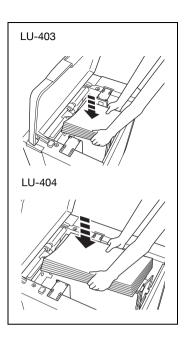
- ✓ Be sure that the machine is powered on before loading paper in the LCU. Without the power turned on, the LCU bottom plate will not function.
- 1 Open the LCU top door.
- Press the paper loading button to lower the LCU bottom plate.



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4

Fan the unwrapped paper, then load it into the LCU with the paper curl turning downward.



- 4 Repeat the steps 2 and 3 until the bottom plate will not go down any more.
- 5 Close the LCU top door.



### Reminder

Be sure to fan paper before loading; it may improve feeding ability of the machine.

Do not load above the limit line on the side guide plates.

Be sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

# 4.2 Loading Tabbed Sheets in Tray

Tabbed sheets can be used if "Tabbed" is indicated in the tray information area of the Machine Status Screen.

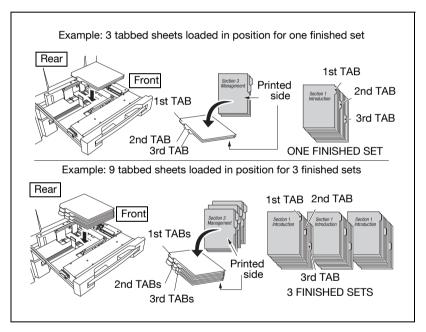


### Detail

To use tabbed sheets for copying, enter the Utility menu to specify the tray paper type. For details, refer to "Paper Setting" on page 15-3.

### Loading Tabbed Sheets in Tray 1, 2, and 3

- ✓ The tab extension width should be 12.5 mm or less.
- ✔ Be sure that the machine is powered ON before withdrawing the tray.



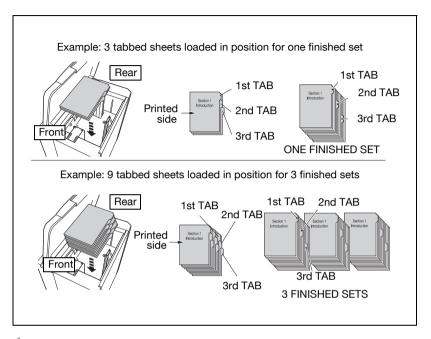
- 1 Withdraw the tray specified as tabbed sheets.
  - Be sure to withdraw the tray completely until it stops.
- 2 Open the paper feed roller.
- 3 Place the tabbed sheets on the tray as illustrated above.

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- 4 Move the side guide plates and rear guide to the edge of the paper.
- 5 Close the paper feed roller, then push in the tray until it locks into place.

### Loading Tabbed Sheets in LCU (LU-403/LU-404)

- ✓ The tab extension width should be 12.5 mm or less.
- ✓ Be sure that the machine is powered on before loading paper in the LCU. Without the power turned on, the LCU bottom plate will not function.



- Open the LCU top door.
- Press the paper loading button to lower the LCU bottom plate.
- 3 Load the tabbed sheets into the LCU as illustrated above.
- 4 Close the LCU top door.



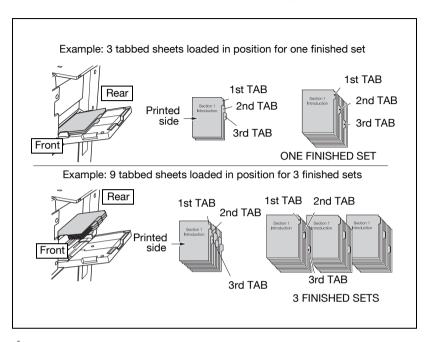
### **Detail**

To load the tabbed sheets into LCU, contact your service representative to position the rear stopper for the paper size to be loaded.

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### **Loading Tabbed Sheets in Multi-Sheet Bypass Tray**

✓ The tab extension width should be 12.5 mm or less.



- 1 Open the Multi-sheet bypass tray.
- 2 Load tabbed sheets as illustrated above.
- 3 Adjust the paper guides to the paper size.
- 4 Specify the paper type for the Multi-sheet bypass tray.

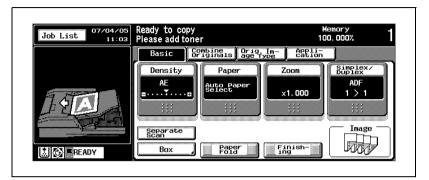


### Detail

See "Copying Using Special Paper (Bypass Tray Setting)" on page 9-16 for specifying the paper type of the Multi-sheet bypass tray.

### 4.3 **Adding Toner**

When toner supply becomes low, the message "Please add toner" appears on the Basic Screen, and the toner supply icon ([t]) keeps prompting you till the toner bottle is replaced.





### Reminder

Use the same number toner bottle as described on the label applied on the front of the toner unit. Otherwise, machine trouble may occur.



# CAUTION

### Keep the toner bottle away from the children.

The toner is non-toxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.



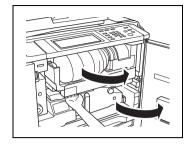
# **↑ WARNING**

### Do not throw the empty toner bottle into a fire.

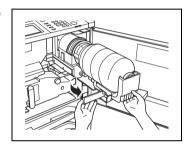
If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

## To exchange toner bottle

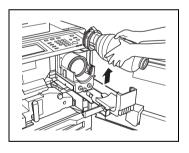
1 Open the machine front door, then pull out the toner unit 90 degrees to the right.



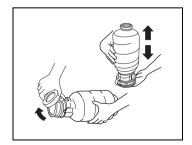
Pull forward the lever on the left side of the toner unit until it stops.



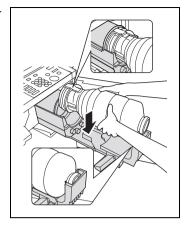
3 Remove the empty toner bottle.



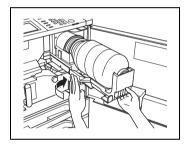
4 Shake the new toner bottle several times to loosen toner, then remove the toner bottle cap.



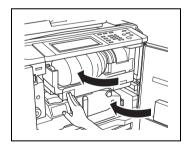
- 5 Set the new toner bottle into the toner unit, positioning the hollow part of the toner bottle on the top.
  - Be sure to set the hollow part of the toner bottle upward, otherwise the machine trouble may occur.



6 Push the lever backward until it stops.



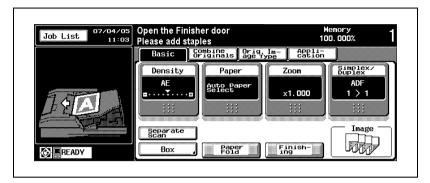
Return the toner unit to its original position, then close the machine front door securely.



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# 4.4 Inserting a New Staple Cartridge into Finisher FS-509

When the staple cartridge of the Finisher FS-509 becomes empty, the Basic Screen displays the message "Open the Finisher door / Please add staples."



Follow the procedure below to add staples.

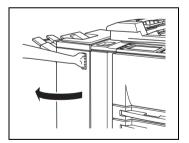


### Reminder

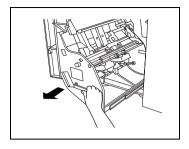
When inserting the new staple cartridge, do not remove the staples remaining inside the housing; otherwise the first sheet output after the replenishment will not be stapled.

### To add staples

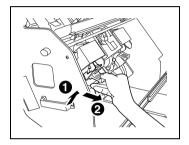
1 Open the Finisher door.



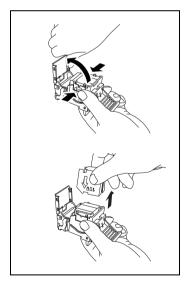
Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



- 3 Remove the cartridge housing.
  - Pull up the knob of the cartridge housing, then remove it while pulling it forward.

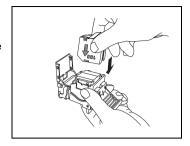


4 Open the bottom of the cartridge housing while pressing two locks on both sides, then remove the empty cartidge from the cartridge housing.

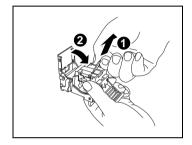


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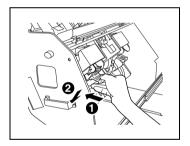
- Insert the new staple cartridge into the cartridge housing.
  - Firmly insert the cartridge into the housing while aligning the arrow indication on the cartridge appears as shown below.



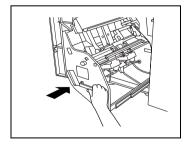
Remove the lock tape from the cartridge, then close the bottom of the housing.



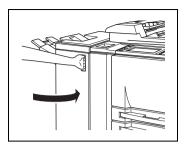
Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.



8 Return the stacker unit to its original position.



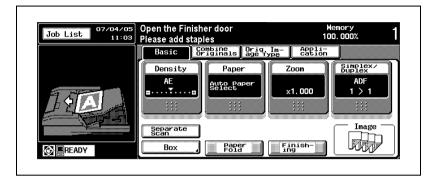
9 Close the Finisher door.



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# 4.5 Inserting a New Staple Cartridge into Finisher FS-604

When the staple cartridge of the Finisher FS-604 becomes empty, the Basic Screen displays the message "Open the Finisher door / Please add staples."



Follow the procedure below to add staples.

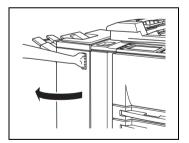


### Reminder

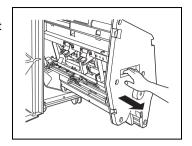
When inserting the new staple cartridge, do not remove the staples remaining inside the housing; otherwise the first sheet output after the replenishment will not be stapled.

### To add staples

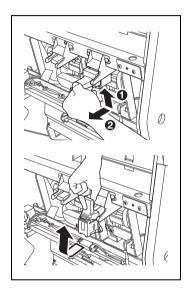
1 Open the Finisher door.



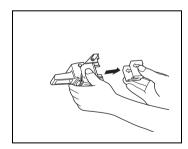
Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



- 3 Remove the cartridge housing.
  - Pull up the knob of the cartridge housing, then remove it while sliding it along the stapler rail.

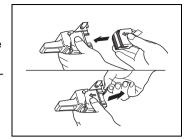


4 Remove the empty cartridge from the cartridge housing.

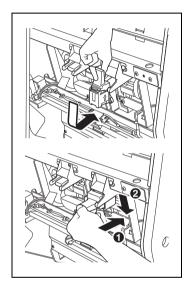


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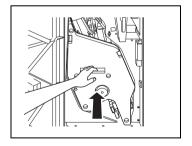
- Insert the new staple cartridge into the cartridge housing.
  - Firmly insert the cartridge into the housing while aligning the arrow sides of both cartridge and housing, then remove the lock tape from the cartridge.



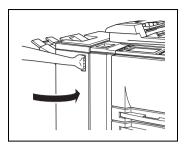
Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.



Return the stacker unit to its original position.



8 Close the Finisher door.

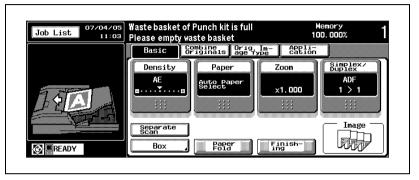


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# 4.6 Empty Waste Basket of Punch Kit PK-504/505

Punch kit PK-504/505 is installed in Finisher FS-509/FS-604.

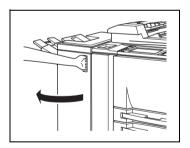
If the waste basket of the punch kit becomes full, "Waste basket of Punch kit is full / Please empty waste basket" message will be displayed on the touch panel, and the finished set will be output without being punched even if Punch mode has been specified.



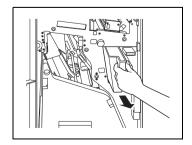
Before setting punch mode, be sure to check the waste paper inside the waste basket, and empty the waste basket if needed.

## To empty waste basket

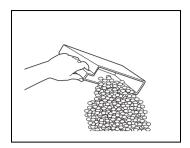
Open the Finisher door.



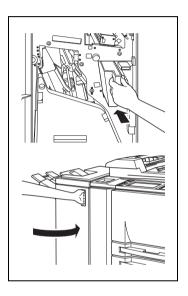
Withdraw the waste basket.



3 Empty the waste basket.



4 Return the waste basket to its original position, then close the Finisher door securely.

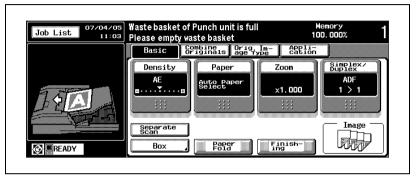


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# 4.7 Empty Waste Basket of Z Folding Unit ZU-601/602

Z folding unit ZU-602 is installed on the right side of Finisher FS-509/FS-604.

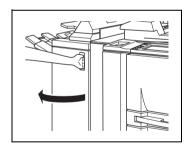
If the waste basket of the Z folding unit becomes full, "Waste basket of Punch unit is full / Please empty waste basket" message will be displayed on the touch panel, and the finished set will be output without being punched even if Punch mode has been specified.



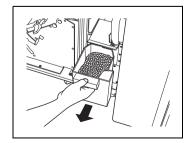
Before setting Punch mode, be sure to check the waste paper inside the waste basket, and empty the waste basket if needed.

## To empty waste basket

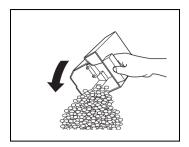
 Open the Z folding unit front door with the Finisher door handle.



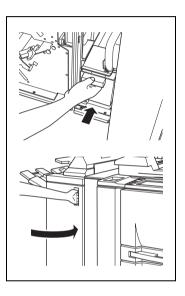
Withdraw the waste basket.



3 Empty the waste basket.



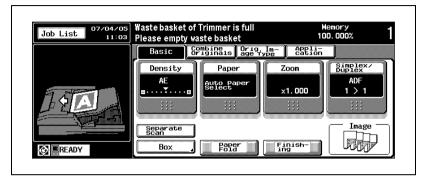
4 Return the waste basket to its original position, then close the Z folding unit front door securely.



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# 4.8 Empty Waste Basket of Trimmer Unit TU-501

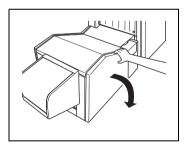
When the waste basket of Trimmer unit becomes full, "Waste basket of Trimmer is full / Please empty waste basket" message will be displayed on the touch panel, and the finished set will be output without being trimmed even if Trimming mode has been specified.



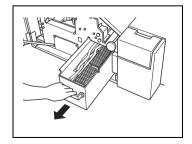
Before setting Trimming mode, be sure to check the waste paper inside the waste basket, and empty the waste basket if needed.

## To empty waste basket

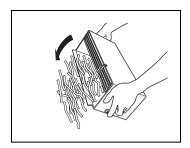
1 Open the Trimmer unit front door.



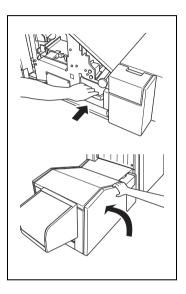
Withdraw the waste basket.



3 Empty the waste basket.



4 Return the waste basket to its original position, then close the Trimmer unit front door securely.



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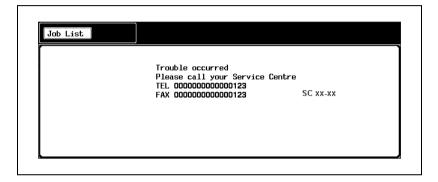
# Troubleshooting

# 5 Troubleshooting

# 5.1 If "Please Call Service" Message Is Displayed

A "Please call service" message indicates a machine condition that requires the attention of your service representative.

The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.



# **⚠** CAUTION

## The Call for Service Screen is displayed.

→ Be sure to contact your service representative immediately by following the procedure below.

## To contact service representative

- Make note of the report code number indicated in the right side area of the screen.
- 2 Turn OFF the sub power switch and main power switch.
- 3 Unplug the machine.
- 4 Contact your service representative and report the condition and report code number.



### Detail

The administrator can call for service using the Utility setting (6 Administrator Setting>6 System Connection>1 Call Service Centre). Refer to "7 Security Setting" on page 18-200.

In this case, you don't have to make a call for the report code, because your machine has been monitored automatically by your service representative.

After calling for service using the Utility setting, be sure to turn OFF the power immediately, then unplug the machine as described here.

## Limited Use of the Copier in Trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your service representative.

Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

If the limited use of the copier is available, the following message is displayed in the message area instead of the report code.

ex. -- Tray 2 failure -- Press Help to disengage this tray

2 Press [Reset].

Please switch Off/On E 18-2

3 Turn OFF then ON the sub power switch.

A copying job can continue without using the troubled portion of the machine (ex. Tray 2).



# CAUTION

## Limited use of the copier is completed.

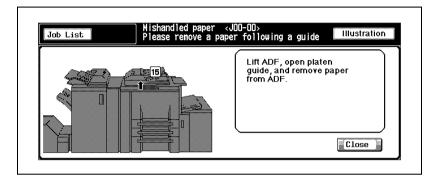
→ BE SURE TO CONTACT YOUR SERVICE REPRESENTATIVE IMMEDI-ATELY.

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# 5.2 Clearing Mishandled Paper

When a paper misfeed occurs, the machine stops making copies and the Jam Position Screen displays to indicate misfeed area(s).

The Start LED turns orange on the control panel, and copying operation cannot be continued until all the misfeed locations are cleared.



All the misfeed locations will be indicated by flashing/lighting numbers and arrows on this screen. Flashing number and arrow indicate the jammed position of the highest priority.

Action to remove mishandled paper is displayed in the message area, and touching [Illustration] will display subsequent screens for the disposal action.

Follow the procedure below to remove mishandled paper.



### Reminder

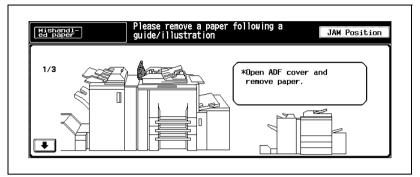
Before performing the clearing procedure, see "Caution Labels and Indicators" on page 1-11 for the caution label locations inside the machine.

## To remove mishandled paper

1 Touch [Illustration] on the screen.

The screen illustrating the method for the disposal action will be displayed.

2 Follow the procedure on the screen to remove misfed paper.



- Touch the arrow key to go to the next page of a series of illustrations, if provided.
- Touch [JAM Position] to return to the Jam Position Screen.
- When completed, the Machine Status Screen will be restored.
  - If any misfeed location is left, the Jam Position Screen will be restored with the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.



#### Reminder

When removing mishandled paper, be sure to leave no torn paper inside the machine.

Do not touch or damage the drum surface.



# CAUTION

## The internal fixing unit is very hot.

→ To avoid getting burned, DO NOT TOUCH.

Be especially careful not to put your hand into the fixing unit area when withdrawing the fixing conveyance unit to remove mishandled paper.



# CAUTION

## When removing stuck staples

→ Be careful of removing staples stuck inside the machine so as not to get injured.

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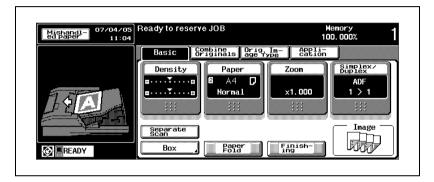
# 5.3 If [Job List] Changes to [Mishandled Paper] or [No Paper]

If any trouble occurs in the machine, the [Job List] key on the Basic Screen will change to the following indication.

[Mishandled Paper]: A misfeed has occurred with the print job in progress. [No Paper]: Paper supply for a print job in progress has become depleted.

Touch the key, and follow the instruction on the screen.

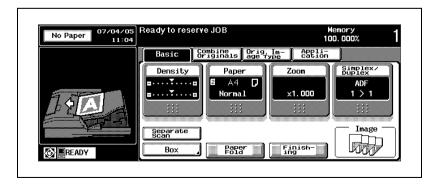
## If [Job List] Changes to [Mishandled Paper]



A paper misfeed has occurred with the print/scan job in progress while you are setting a reserve job.

Touch [Mishandled Paper] to display the Jam Position Screen, then follow the procedure on page 5-5 to remove mishandled paper.

## If [Job List] Changes to [No Paper]

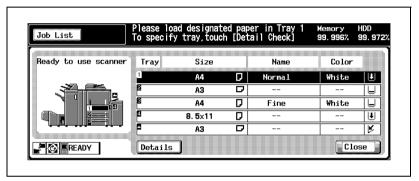


The selected tray has become empty.

Follow the procedure below to change the tray selection for the current job, or supply the empty tray with copy paper.

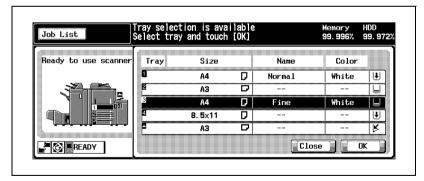
## To change the tray selection

- Touch [No Paper].
   The Machine Status Screen will be displayed.
- 2 Touch [Details].



The tray selection will be available on the Machine Status Screen.

3 Touch the desired tray key, then touch [OK].



The Machine Status Screen will be restored.

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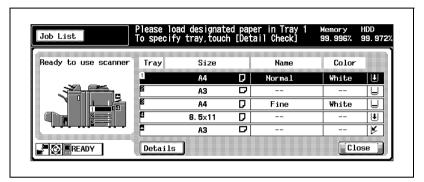
4 Press [Start] on the control panel.



Copy paper will be delivered from newly selected tray to continue the printing operation.

## To supply the empty tray with paper

- Touch [No Paper].
   The Machine Status Screen will be displayed.
- 2 Check the empty tray number, then load paper.



- 3 Touch [Close] to restore the Basic Screen.
- 4 Press [Start] on the control panel.Printing operation will resume using the tray supplied with paper.



## Detail

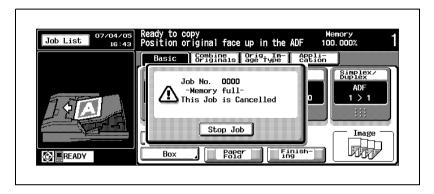
For details of loading paper, see "Loading Paper" on page 4-3.

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# 5.4 If Memory Full Message Is Displayed (Memory Overflow)

In certain modes, this machine uses memory to make operations convenient and smooth flowing.

Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected, and the machine will stop its operation with the following popup screen displayed.

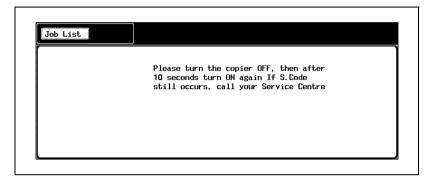


Touch [Stop].

All the scanned data will be cleared to terminate the job.

# 5.5 If Power Off/On Screen Is Displayed

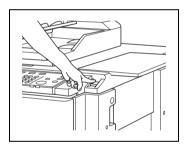
When any trouble affects the electrical signal of the copier, "Please turn the copier OFF" message will be displayed on the touch panel.



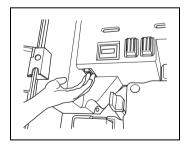
Follow the procedure below to turn the machine power off then on.

## To turn off/on the power

1 Turn OFF the sub power switch.



2 Turn OFF the main power switch.

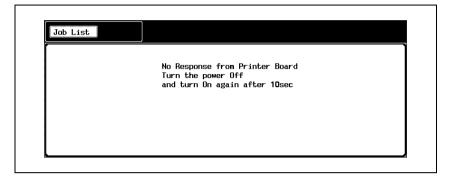


- Wait about 10 seconds or longer.
- 4 Turn ON the main power switch and sub power switch.

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# 5.6 If No Response Screen Is Displayed

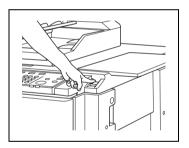
When any trouble occurs on the printer board, "No Response from Printer Board" message will be displayed on the touch panel.



Follow the procedure below to turn the machine power off then on.

## To turn off/on the power

1 Turn OFF the sub power switch.



2 Turn OFF the main power switch.



- 3 Wait about 10 seconds or longer.
- 4 Turn ON the main power switch and sub power switch.

# 5.7 Troubleshooting Tips

# **Main Body**

Case	Checkpoint	Remedy
The machine does not operate even if the main	Is the power plug firmly inserted in wall socket?	Firmly insert the power plug in wall socket.
power switch and sub power switch are on.	Is the Power Save LED on?	The machine cannot be turned on due to the Weekly Timer function. See page 2-28 to operate Timer Interrupt, or consult your administrator.
Copying does not begin after pressing	Is front door or left side door of the machine open?	Securely close the front door and left side door of the machine.
[Start].	Is there appropriate paper size in a tray?	Load the paper size selected for the original.
	Is the print quantity entered properly?	Enter an appropriate number for print quantity.
	Is the Finisher door open?	Securely close the Finisher door.
	Is the Trimmer unit front door or Trimmer stacker cover open?	Securely close the Trimmer unit front door and Trimmer stacker cover.
Copy image is not	Is the original glass clean?	Wipe the glass, if necessary.
clean or shows spots.	Is the original document clean?	Erase spots on the original, if any.
	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see p. 15-3.
Copy image is too light.	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see p. 15-3.
	Is the message "Please add toner" displayed?	Add toner.
Copy quality is poor.	Is copy paper damp?	Replace the paper, if necessary. Consult your service representative.
Magnification cannot be changed.	Is Reduce&Shift function selected?	Release Reduce&Shift mode.
Copying does not resume after mishandled paper is removed.	Is any mishandled paper left?	Check copier diagram on touch panel for additional indications of mishandled paper.
Duplex modes cannot be selected.	Is ADF open?	Fully close ADF.
Using user authentication, copies cannot be made after password is entered.	Is the message "Copy limit reached" displayed?	Contact your administrator.

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## ADF

Case	Checkpoint	Remedy
ADF cannot be used af-	Is ADF slightly open?	Fully close the ADF.
ter [Reset] is pressed.	Is ADF selected in the initial setting?	Set to use ADF in the initial setting. See p. 15-3.
Original paper cannot be	Is ADF slightly open?	Fully close the ADF.
fed.	Does the original type conform to the specifications?	Change the original paper to any of the recommended size and weight.
	Are originals correctly loaded?	Position originals properly in the ADF.

# Finisher (with Punch Kit)

Case	Checkpoint	Remedy
Finisher does not operate.	Is any mishandled paper left inside the Finisher?	Check for a paper misfeed and remove it, as required.
	Is Finisher door slightly open?	Securely close the Finisher door.
Staples are incorrectly positioned (rotated by 90 degrees) in copies.	Is Rotation function activated?	Reload copy paper in appropriate direction. (See page 11-67.)
Copies skew in the output sets and cannot be	Is copy paper excessively curled?	Reload the paper upside down into the tray.
stapled or punched in position.	Is there any gap found be- tween side guide plates (or paper guides when using Multi-sheet bypass tray) and copy paper in the selected tray?	Make sure the side guide plates (or paper guides) are securely aligned to the copy paper in the tray to be used.
Using Punch mode, copies cannot be punched.	Is the message "Waste bas- ket of Punch kit is full" dis- played?	Empty the waste basket.

# **Z** Folding Unit

Case	Checkpoint	Remedy
Copies skew in the output sets and cannot be punched in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
	Is there any gap found be- tween side guide plates (or paper guides when using Multi-sheet bypass tray) and copy paper in the selected tray?	Make sure the side guide plates (or paper guides) are securely aligned to the copy paper in the tray to be used.

Case	Checkpoint	Remedy
Using Punch mode, copies cannot be punched.	Is the message "Waste bas- ket of Punch unit is full" dis- played?	Empty the waste basket.

## **Trimmer Unit**

Case	Checkpoint	Remedy
Using Trimming mode, copies cannot be trimmed.	Is the message "Waste bas- ket of Trimmer is full" dis- played?	Empty the waste basket.



## Reminder

If remedies mentioned above do not work, contact your service representative.

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# 6 Maintenance

# 6 Maintenance

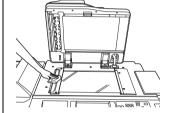
# 6.1 Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

## Cleaning the ADF Scanning Glass

Keep the ADF scanning glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Raise the document feeder, then clean the glass with a clean soft cloth.



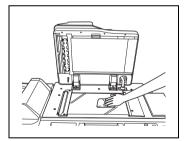


## Reminder

Never use paint solvents, such as benzene or thinners, to clean the ADF scanning glass.

## **Cleaning the Original Glass**

Raise the document feeder, then clean the original glass with a clean soft cloth. The glass may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.



## **Cleaning the ADF Guide Cover**

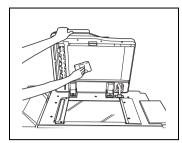
The ADF guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.

Raise the document feeder, then clean the ADF guide cover with a clean soft cloth.



## Reminder

Never use paint solvents, such as benzene or thinners, to clean the original glass and ADF guide cover.



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# 6.2 Checking Copy Count

The Utility Screen allows you to view the current indication of the following items as a list.

## List items:

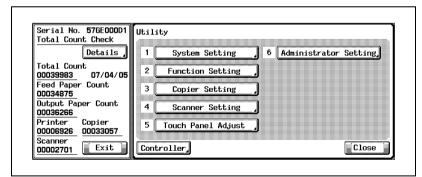
- Total count
- Feed paper count
- Output paper count
- Printer total count
- Copier total count
- Scanner total count
- PM count, cycle, counter start date
- Developer count, cycle counter start date
- Drum count, cycle counter start date

Check the list, then print it, if desired.

## To check and print the counter list

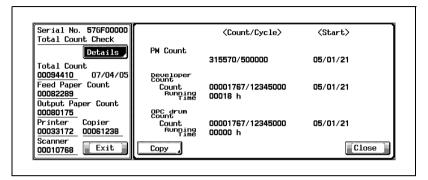
1 Press [Utility/Counter] on the control panel.





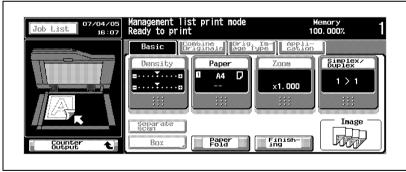
The Utility Screen will be displayed.

- Do you want to exit Utility mode and return to the previous screen?
- → Touch [Exit].
- 2 Touch [Details].



The PM count, Developer count, and Drum count will be displayed.

- 3 Print the counter list, if desired.
  - Touch [Copy]. The Basic Screen will be displayed.
  - Select the desired copy mode, then press [Start].



After the counter list is printed out, touch [Counter Output] to return to the previous screen.



### Detail

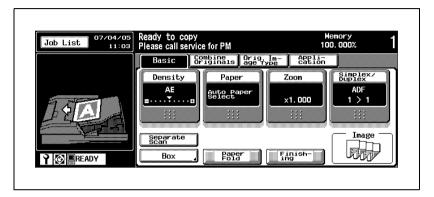
The Developer count and Drum count can be selected to indicate either the cycle count or runtime count. Contact your service representative, if desired.

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## 6.3 Preventive Maintenance

After a set number of copies (500,000 copies) have been made on your machine, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and the PM icon ( $\gamma$ ) will prompt you to contact your service representative for maintenance.





#### Detail

The administrator can call for service using the Utility setting (6 administrator Setting>6 System Connection>1 Call Service Centre). Refer to "7 Security Setting" on page 18-200.

In this case, you don't have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

# Specifications

# 7 Specifications

# 7.1 Main Body Specifications

# Main Body

Specifications	
Name	bizhub PRO 920
Туре	Console type
Copying system	Laser electrostatic transfer method (dual beam)
Original glass	Stationary
Photoconductor	OPC
Light source	Xenon lamp
Developing method	Dry-type dual-component reverse magnetic brush developing
Fixing method	Heat roller
Density adjustment	Automatic and manual (9 levels), user-set density (2 types)
Magnification ratio	1:1 $\pm$ 1.0% or less Enlargement: ×1.154 (145.4%), ×1.224 (122.4%), ×1.414 (141.4%), ×2.000 (200.0%) Reduction: ×0.866 (86.6%), ×0.818 (81.8%), ×0.707 (70.7%), ×0.500 (50.0%) Minimal: ×0.930 (93.0%) (fixed) XY Zoom (interlocked and individual): 0.250 to 4.000 (25.0% $\sim$ 400.0%) (in 0.001 increments) User-set zoom ratio: 3
Resolution	600 dpi
Copy paper	Plain paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup> Special paper: OHP transparencies, labels * Ink-jet paper is unavailable.
Copying speed	92 copies/min. (A4), 73 copies/min. (A4R), 92 copies/min. (B5), 81 copies/min. (B5R), 55 copies/min. (A3), 62 copies/min. (B4)
Set quantity	1 to 9999 sheets or 1 to 9999 sets
Memory	256 MB (RAM) + 10 GB (HDD)
Original document	Type: Sheets/ books (using original glass) Size: 303 mm × 460 mm at maximum
Copy size	Max. 314 $\times$ 460 mm $\sim$ Min. 100 $\times$ 148 mm Image loss: leading and trailing edges 2.0 mm $\pm$ 2.0 mm, front and rear 1.5 mm $\pm$ 1.5 mm

Specifications		
Tray capacity	Multi-sheet bypass tray: 150 sheets (80 g/m² paper) Main body trays 1 and 2 (universal tray): 500 sheets (80 g/m² paper) Main body trays 3 (universal tray): 1,000 sheets (80 g/m² paper)	
Warm-up time	Approx. 5.5 minutes	
First-page copy time	Approx. 3.1 seconds (A4)	
Sound power level	Main body: 78 dB (operating) / 58 dB (standby)	
Power requirements	AC230V, 15A, 50Hz	
Power consumption	3.45 KW or less (with full options)	
Weight	Approx. 280 kg (Main body + ADF)	
Dimensions	887 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF) 3,180 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF + LU- 404 + FS-604 + TU-501) 3,372 (W) × 780 (D) × 1,203 (H) mm (Main body + ADF + LU- 404 + FS-604 + ZU-601/602 + TU-501)	
Space requirements	200 mm or more on the back 100 mm or more on both sides	

## ADF

Specifications		
Name	DF-606	
Feeding speed	Single-sided: 92 sheets/min. (A4) Double-sided: 65 sheets/min. (A4)	
Document types	Plain paper, 50 to 130 g/m <sup>2</sup> (50 to 200 g/m <sup>2</sup> using SDF mode for single-sided original)	
Document sizes	Max. 297 mm × 431.8 mm ~ min. 128 mm × 139.7 mm  Detectable sizes for Auto Paper Select mode: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, 11"×17", 8.5"×11", 8.5"×13"  Available to scan mixed originals of AB sizes and inch sizes	
Feeder capacity	Max. 100 sheets (80 g/m <sup>2</sup> )	
Document insertion	Automatic feed	
Weight	Approx. 22 kg	
Dimensions	650 (W) × 570 (D) × 170 (H) mm	
Power source	Supplied from main body	

These specifications are subject to change without notice.

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# 7.2 Option Specifications

## Finisher FS-509

Specifications	
Туре	Stapler finisher Mountable options: Z folding unit, Punch kit, Post inserter
Exit trays	Primary (main) tray Secondary (sub) tray (for Straight delivery only)
Function	Straight delivery: Output sorted/grouped sets normally to the Primary (main) trayor Secondary (sub) tray.  Offset delivery: Output sorted/grouped sets to the Primary (main) tray, having each set offset by approx. 30 mm upon exit, having each set offset by approx. 30 mm upon exit. Staple delivery: Output stapled sets to the Primary (main) tray
Paper types	Plain paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup> Special paper: OHP transparencies, labels
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5, B6, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R Non-standard sizes can be delivered to the Secondary (sub) tray only.
Stapler capacity	50-sheet staple or 100-sheet staple selectable 50 sheets max. (80 g/m² paper) / 100 sheets max. (80 g/m² paper)
Staples in cartridge	5,000 staples
Dimensions	410 (W)* × 656 (D) × 990 (H) mm
Weight	Approx. 60 kg
Power source	Supplied from main body

 $<sup>^{\</sup>star}$ : Effective size (width including Primary (main) tray) will be 675 mm / 791 mm (with the tray edge extended).

## Finisher FS-604

Specifications	
Туре	Stapler finisher with folding function Mountable options: Z folding unit, Punch kit, Post inserter, Trimmer unit
Exit trays	Primary (Main) tray (for finished output) Secondary (Sub) tray (for unfinished output) Folding mode tray (for finished output)
Function	Straight delivery: Output unfinished sets normally to the Primary (main) tray Offset delivery: Output sorted/grouped sets to the Primary (main) tray, having each set offset by approx. 30 mm upon exit. Sub tray delivery: Output unfinished sets normally to the Secondary (sub) tray Staple delivery: Output stapled sets to the Primary (main) tray Fold&Staple delivery: Output stapled (2 positions in the centre) and folded sets to the Folding mode tray Half Fold delivery: Output folded sets to the Folding mode tray Letter Fold delivery: Output trifold (up to 3 sheets) sets to the Folding mode tray
Paper types	Plain paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup> Special paper: OHP transparencies, labels
Paper sizes	A3, B4, A4, A4R, B5, B5R, A5, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R  Non-standard sizes can be delivered to the Secondary (Sub) tray only.
Stapler capacity	50 sheets max. (80 g/m <sup>2</sup> paper) or 5.5 mm thick or less
Staples in cartridge	5,000 staples
Dimensions	410 (W)* × 656 (D) × 990 (H) mm
Weight	Approx. 68 kg
Power source	Supplied from main body

 $<sup>^{\</sup>star}$ : Effective size (width including Primary (main) tray) will be 675 mm / 791 mm (with the tray edge extended).

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#### Punch Kit PK-504/505

Specifications	
Function	Punching file holes in copies
Number of punch holes	PK-504: 4 holes (Swedish type) PK-505: 2 holes or 4 holes
Hole diameter	PK-504: 6.5 ± 0.5 mm PK-505: 6.5 ± 0.15 mm
Hole pitch	PK-504: 21 ± 0.5 mm / 70 ± 0.5 mm / 21 ± 0.5 mm PK-505: 80 ± 0.5 mm
Paper types	Plain paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 128 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup> Special paper: OHP transparencies, labels
Paper sizes	PK-504: A3, B4, A4, B5, 11"×17", 8.5"×11" PK-505: 2 holes A3, B4, A4, A4R, B5, B5R, A5, A5R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R 4 holes: A3, B4, A4, B5, 11"×17", 8.5"×11"
Dimensions	PK-504: 130 (W) × 470 (D) × 115 (H) mm PK-505: 148 (W) × 509 (D) × 122 (H) mm
Weight	Approx. 3 kg
Power source	Supplied from finisher

#### Post Inserter PI-501

Specifications	
Function	Cover sheet feeding into Finisher FS-509/FS-604
Structure	Double paper feeding unit (upper and lower)
Cover sheet types	Plain/Recycled paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup>
Cover sheet sizes	A3, B4, A4, A4R, B5, B5R, A5, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"
Stack capacity	200 sheets max. or 30 mm thick or less
Dimensions	511 mm (W) × 620 mm (D) × 220 mm (H)
Weight	Approx. 10.5 kg
Power source	Supplied from finisher

#### Large Capacity Unit LU-403

Specifications	
Function	Paper feeding into main body
Paper capacity	4,000 sheets (80 g/m <sup>2</sup> paper)
Paper sizes	A4, B5, 8.5"×11", Wide sizes (max. 314 × 223 mm)
Paper types	Plain/Recycled paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup>
Dimensions	430 (W) × 639 (D) × 690 (H) mm
Weight	Approx. 30 kg
Power source	Supplied from main body

#### Large Capacity Unit LU-404

Specifications	
Function	Paper feeding into main body
Paper capacity	4,000 sheets (80 g/m <sup>2</sup> paper)
Paper sizes	A3, B4, A4, A4R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, Wide sizes (max. 314 × 460 mm)
Paper types	Plain/Recycled paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 200 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup>
Dimensions	670 (W) × 639 (D) × 695 (H) mm
Weight	Approx. 42 kg
Power source	Supplied from main body

#### Z Folding Unit ZU-601/602

Specifications	
Function	Punching file holes and Z-folding the output copies
Number of punch holes	ZU-601: 4 holes (Swedish type) ZU-602: 2 or 4 holes
Hole diameter	8.0 ± 0.5 mm
Hole pitch	ZU-601: 21 ± 0.5 mm / 70 ± 0.5 mm / 21 ± 0.5 mm ZU-602: 80 ± 0.5 mm
Paper types in Punch mode	Plain paper: 61 to 90 g/m <sup>2</sup> Thick paper: 91 to 170 g/m <sup>2</sup> Thin paper: 50 to 60 g/m <sup>2</sup>
Paper sizes in Punch mode	ZU-601: A3, B4 ZU-602: A3, B4, A4, A4R, B5, B5R, A5, A5R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R

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Specifications	
Fold types	Z-fold, Half fold (8.5"×14" only)
Fold position (width from the edge to the first fold)	A3: 209 mm or less B4: 181 mm or less 11 ×17": 215 mm or less 8.5"×14": 241.7 mm or less
Paper type in Z-Fold mode	Plain paper: 60 to 90 g/m <sup>2</sup>
Paper sizes in Z-Fold mode	ZU-601: A3, B4 ZU-602: A3, B4, 11"×17", 8.5"×14" Paper sizes other than listed above will be output without any fold.
Dimensions	169 (W) × 660 (D) × 930 (H) mm
Weight	Approx. 38 kg
Power source	Supplied from an outlet

#### **Trimmer Unit TU-501**

Specifications	
Function	Trimming the end of booklet
Trimming width	10 mm or less
Number of trimmed sheets	40 sheets max. (80 g/m² paper) in Fold&Staple mode (20-sheet-folded booklet or 19-sheet-folded booklet with 200 g/m² paper cover) 6 sheets max. (80 g/m² paper) in Half Fold mode (3-sheet-folded booklet)
Paper types	Plain/Recycled paper: 60 to 90 g/m <sup>2</sup>
Paper sizes	A3, B4, A4R, 11"×17", 8.5"×14", 8.5"×11"R, Wide sizes (max. 314 × 460 mm)
Dimensions	1,144 (W) × 604 (D) × 562 (H) mm
Weight	Approx. 68 kg
Power source	Supplied from an outlet

#### Accessories:

- Expanded Memory Unit EM-701
- Image Controller IC-203
- PostScript Kit PS-503
- Mount Kit MK-707

These specifications are subject to change without notice.

7 Specifications

# 8 Before Making Copies

### 8 Before Making Copies

#### 8.1 Features of the bizhub PRO 920

#### **Basic Functions**

- AE Automatic Exposure
   Automatically adjusts exposure to compensate for quality of the original.
- Density
   Manually selects up to 9 density levels each for copy image and background.
- Automatic Paper Selection
   Automatically selects copy paper size to match the original documents.
- Auto Zoom
   Automatically selects an appropriate magnification ratio when paper size is selected manually. Automatically selected when [Auto Zoom] is touched.
- Multi-Sheet Bypass Tray
   Feeds special paper type or size that cannot be loaded in main body trays.
- Zoom
   Selects magnification ratios for copies. Vertical and horizontal dimensions can be reduced or enlarged independently.
- Simplex/Duplex
   Selects the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2).
- Reserve
   Scans in subsequent copy jobs while the machine is busy printing or copying.

#### Combine Originals

- Combine Pages
  - Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper.
- Bind
   Makes normal copies from double-sided originals being upside-down on the reverse side.
- Mixed Original
   Copies mixed size originals from the document feeder in Auto Paper Select or Auto Zoom mode.
- Z-Folded Sets the ADF to accept Z-folded originals.

#### Single Feed

Sets the ADF to accept thick originals or paste-ups to be fed one sheet at a time.

Custom Size for Original

Identifies the special original size which the machine cannot detect, in order to select the optimal paper size for copying or printing.

Tab Paper

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

#### Original Image Type

Original Image Type

Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, lighter image in Dot Matrix mode.

#### **Applications**

Insert Sheet

Insert up to 30 blank or copied sheets from any tray, or inserts blank or copied front and back covers from any tray to enhance the presentation of multi-page documents.

Chapters

Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1-2) is compatible with this feature.

Insert Image

Stores pages in memory from the original glass, and inserts the pages into a document copied from the document feeder.

OHP Interleave

Copies onto OHP transparencies and interleave blank or copied paper for each original copied.

Program Job

Scans documents into memory while designating different copy conditions for each original, then prints all the documents collectively.

Book Copy

Copies both pages of an open book or book-size sheet separately onto two sheets in 1-1 mode or separately onto each side of one sheet in 1-2 mode. You can use the Book Copy mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

Image Repeat

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10  $\sim$  150 mm) permits in manual or auto.

Booklet Pagination

Creates a multiple page signature booklet copied on both sides of paper in 1-2 or 2-2 copy mode.

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#### Neg-/Positive Reverse

Reverses the image from black-on-white to white-on-black or vice versa.

#### Page Margin

Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from  $0 \sim 250$  mm, in 1 mm increments); reduces image to prevent image loss (reduce & shift amount from  $0 \sim 250$  mm, in 1 mm increments).

#### Frame/Centre Erase

Erases border and/or centre image area using Frame (1 - 300 mm), Centre (1 - 99 mm), or Frame & Centre.

#### Non-Image Area Erase

When copying from the original glass when the document cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

#### Image Centring

The original image on the original glass or in the document feeder is copied and centred on a sheet.

#### Full Scan

Makes copies printed completely to the edges of the paper to avoid image loss.

#### No Rotate

Deactivates the Rotation function that automatically rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.

#### Stamp

Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.

#### Annotation

Allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen.

#### Image Overlav

Scans an original image and overlays it on the pages of another document. For example, you may want to incorporate a page heading, graphic design or logo into the pages of your document.

#### Program Image Overlay

Same as for "Overlay" except the overlay image is stored in memory.

#### Finishing

- Duplex Bind
  - Makes double-sided copies upside down on the reverse side from normal originals.
- Output for Machine with Finisher FS-509/FS-604 Installed: Sort, Group, Offset and Staple modes using the Primary (main) tray Sort and Group modes using the Secondary (sub) tray Selects an output tray and output mode on the Finishing popup menu.
- Half Fold, Fold&Staple, Trimming (FS-604 with Trimmer Unit TU-501)
   Folds output copies in the centre to make a booklet. Use Fold&Staple to staple in the centre, and/or use Trimming to trim the end of booklets.
- Punch (Punch Kit PK-504/505, Z Folding Unit ZU-601/602)
   Makes file holes in output copies.
- Z-Fold, Letter Fold In, Letter Fold Out (Finisher FS-604, Z Folding Unit ZU-601/602)
  - Makes zigzag-folded copies (Z-Fold), or folds copied set in three (Letter Fold In, Letter Fold Out).
- Cover Sheet Feeding (Finisher FS-509/FS-604 with Post Inserter PI-501)
   Attaches thick covers or insertions to output copies.
- Manual Finishing (Finisher FS-509/FS-604 with Post Inserter PI-501)
   Manually staples/punches/folds paper sets without printing.
- Tandem Mode
   Works in tandem to distribute a large copying job in half the time of non-tandem mode.

#### Job List

Job List

Displays the Job List Screen to view the output/send history, check the incomplete/suspended jobs, or to manage current and reserve jobs.

#### Advanced Information

Proof Copy

To ensure correct output before running multiple copies, run a proof copy by pressing [Proof Copy] on the control panel or touching [Proof Copy] on the Check Screen.

Check Mode

To check the job settings before running multiple copies, press [Mode Check] on the control panel to display the Check Screen.

- Interrupt Copying
   Interrupts copying-in-progress to perform an urgent copy, using any of the copier features for the interrupt job.
- Mode Memory
  - Programs up to 30 jobs and recalls each job by job number, as needed.
- Pre-Job Recall Recalls the settings of the previous output job.

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#### Help

Provides you with the information about machine functions, job setting procedure, and various machine operations on the Help Screen.

Accessibility
 Sets the response time of the touch keys.

#### Others

Low Power

Automatically lowers the power after a specified period of copier inactivity.

Sleep

Automatically shuts off the power after a specified period of copier inactivity.

Power Save

Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing [Power Save] on the control panel.

Weekly Timer

Can be set according to the needs of each work environment. Turns main body power Off/On daily or weekly, during lunch time, on holidays, and also enables the Timer Interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

#### 8.2 How to Make a Basic Copy

Follow the procedure below to make a basic copy.



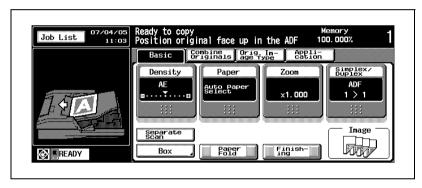
#### Note

The following procedure is basic and not always applicable to the operation of selected copy conditions. When using a specific function, be sure to follow the procedure described in each section.

#### To make a basic copy

1 Display the Basic Screen.

Initially the Basic Screen appears on the touch panel.



- 2 Set copy conditions as desired.
  - The following settings are available from the Basic Screen.

Basic (See page 9-3.)

Combine Originals (See page 10-7.)

Original Image Type (See page 10-23.)

Application (See page 11-3.)

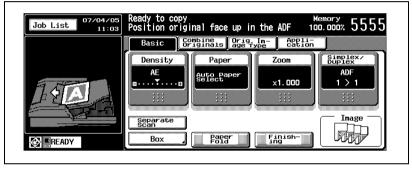
Finishing (See page 12-3.)

Paper Fold (See page 12-3.)

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3 Enter the desired print quantity from the control panel keypad.

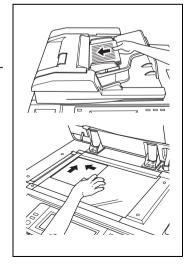




Entered quantity will be displayed on the touch panel. For detailed information on setting print quantity, see "Setting Print Quantity" on page 8-16.

Position originals FACE UP in the document feeder, or FACE DOWN on the original glass.

For detailed information on positioning originals, see "Positioning Originals" on page 8-11.



- 5 Press [Start] on the control panel.
  - When the machine starts scanning originals, the Basic Screen will be displayed to allow you the reserve job setting. See page 9-42 for details.
  - On the right side of the screen, the scanned original count, set print count, and current output count will be displayed until the copying job is completed.



- Setting change in Density is available while scanning originals, and will be reflected right after the change has been made.
- 6 When the copy job is completed, the normal Basic Screen will be restored.



#### **Detail**

The Job List Screen is provided to change the operation order of reserve jobs or cancel the reserve job. See "Overview of Job List Screen" on page 13-3 for details.

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#### 8.3 Positioning Originals

#### **Positioning Originals in ADF**

The document feeder (ADF) automatically feeds up to 100 originals directly to the original glass area, starting with the top sheet. The ADF should only be used for unstapled, smooth, flat originals.



#### Detail

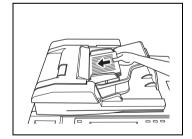
For original sizes available in the ADF, see "ADF Originals" on page 3-12.

Set originals in the same direction as that of the original set direction icon on the screen; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Half Fold, and Booklet Pagination. See "Specifying Original Direction (Original Direction)" on page 10-9 for details.

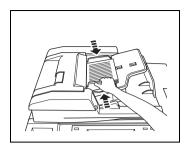
Be sure not to use unsuitable ADF originals. See "Using Original Glass" on page 3-11 for details.

#### To position originals in Normal mode

- Before placing originals in the tray, be sure the document feeder is closed fully.
- 1 Arrange originals in order.
- Position original(s) FACE UP in the document feeder tray, according to the original set direction icon on the Basic Screen.
  - Place two-sided originals with page one FACE UP. Up to 100 originals can be set at a time.



3 Adjust paper guides.





#### Reminder

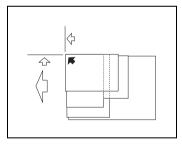
Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

#### To position originals in Mixed Original mode

Mixed size originals can be copied together from the document feeder.

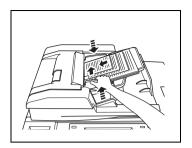
- Before placing originals in the tray, be sure the document feeder is closed fully.
- 1 Arrange originals in order.
  - Arrange the mixed size originals as illustrated below.



- Position mixed originals FACE UP, aligned with the left rear side of the document feedre tray.
  - Place two-sided originals with page one FACE UP. Up to 100 originals can be set at a time.

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3 Adjust paper guides.





#### Reminder

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.



#### Detail

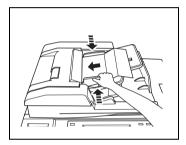
To use the Mixed Original mode, see procedure on page 10-13.

For available combinations of mixed originals, see "ADF Originals" on page 3-12.

#### To position originals in Z-Folded mode

Z-Folded original mode detects the folded original size without using the size detection sensor of the ADF.

- Before placing originals in the tray, be sure the document feeder is closed fully.
- 1 Arrange originals in order.
- Position original(s) FACE UP in the document feeder tray.
  - Place two-sided originals with page one FACE UP. Up to 100 originals can be set at a time
- 3 Adjust paper guides.





#### Reminder

Do not set more than 100 originals or over the limit line indicated on the paper guides; otherwise a paper misfeed will occur.

Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.



#### Detail

To use the Z-Folded mode, see procedure on page 10-15.

For available original sizes in Z-Folded mode, see "ADF Originals" on page 3-12.

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#### **Positioning Original on Original Glass**

Use the original glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



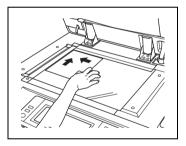
#### Detail

For details of unsuitable ADF originals, see "Using Original Glass" on page 3-11.

Be sure to position original in the correct direction; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Half Fold, and Booklet Pagination. See "Specifying Original Direction" (Original Direction)" on page 10-9 for details.

#### To position original on original glass

- Raise the document feeder.
- Position original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.
  - The direction of the original should conform to the Original direction icon displayed on the Basic Screen.



Gently close the document feeder to prevent the original from shifting on the glass.



#### Reminder

When Book Copy, AUTO mode in Image Repeat, or Image Centring is selected, the document feeder should not be closed while scanning.



#### **↑** CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of ADF.

The glass may be broken and you may be injured.

#### 8.4 Setting Print Quantity

This section describes how to set or change print quantity.

#### To set print quantity

The copier is initially set to copy the original set in amounts determined by the print quantity setting, then outputs sorted sets.

1 Enter the desired print quantity from the control panel keypad.





Entered quantity will be displayed on the touch panel.

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#### To change print quantity

Follow the procedure below to change the print quantity that has been already entered.

1 Press [C] (clear quantity).





The quantity displayed on the touch panel will return to 1.

2 Enter the correct quantity.

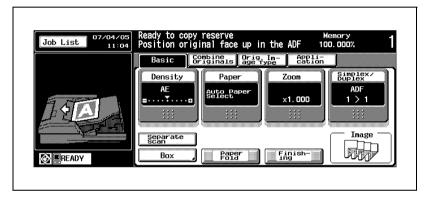
Entered quantity will be displayed on the touch panel.

#### 8.5 Setting Job During Warmup

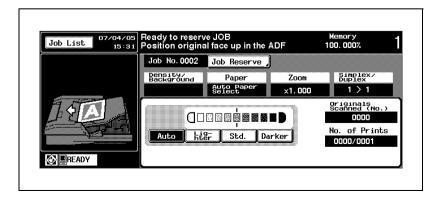
While the copier is warming up after power is turned on, select copy conditions and start scanning so that the copier may start printing immediately the copier engine is ready.

#### To set job during warmup

- 1 Turn on the main power switch and sub power switch of the machine.
- On the Basic Screen, check that the message "Ready to copy reserve" is displayed in the message area.



- 3 Set the desired copy conditions, enter the print quantity, then position original(s) FACE UP in the ADF or FACE DOWN on the original glass.
- 4 Press [Start] to start scanning.
  - When scanning is completed, the message "Ready to reserve JOB" and [Job Reserve] key will be displayed on the screen.



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- 5 Touch [Job Reserve], and repeat steps 3 and 4 to make another reserve job setting.
- 6 Copying on the reserve job will start automatically after completing the warmup.



#### **Detail**

To stop printing, press [Stop]. See the following subsection.

The Job List Screen allows you to alter the output order of the reserve jobs or to delete the job. See "To Check/Control Reserved Jobs" on page 13-4 for details.

#### 8.6 To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.



#### Note

This procedure is effective only for the job in progress. To stop scanning for reserve job, stop the printing job first, then operate for the reserve job.



#### Detail

To stop the reserved job on standby, operate on the Job List Screen. See "To Check/Control Reserved Jobs" on page 13-4 for details.

#### To stop scanning or printing job

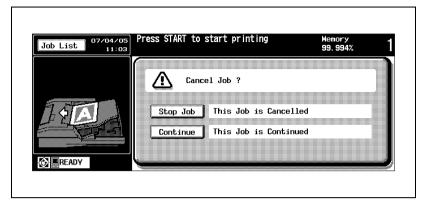
1 Press [Stop] while the current job is in progress.

The current machine operation of the selected job will be suspended, and the popup menu will be displayed on the Basic Screen.



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#### 2 Touch [Stop Job].



The data scanned for current job will be cleared to completely cancel the job.

- 2 Do you want to complete the suspended job?
- → Touch [Continue].

8

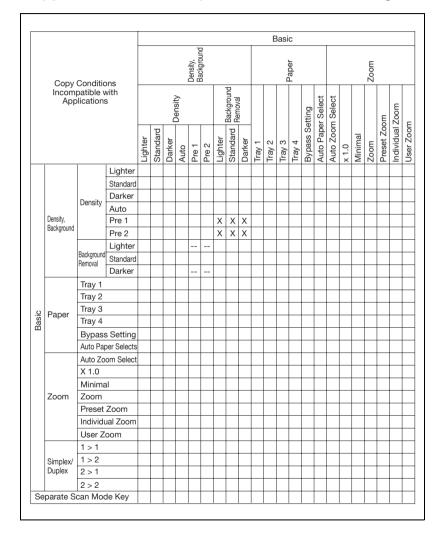
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# 9

# **Basic Job Settings**

## 9 Basic Job Settings

#### 9.1 Copy Conditions Incompatible with Basic Settings



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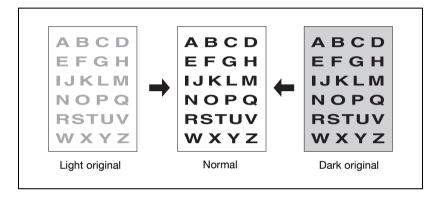
Compatible Grayed out (no response when touched) x: Automatically released N: Selectable but inefficient P: Operation cannot be started \*1: Prohibited to start the job operation withz the message "Comination of this modes unavailable" displayed. \*2: Compatible only when Print Insertion is selected.

# 9.2 Selecting Exposure Level and Adjusting Background Whiteness

Automatic Exposure (AE) operates with the default settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.

Select manual copy density to adjust exposure (density) when originals are too light or too dark.

Adjust also the background whiteness when copying newspaper or recycled paper originals.





#### Detail

**User Density** programs the desired density selected among 16 exposure levels divided from the darkest level to normal level, and normal level to the lightest level, respectively.

This setting can be made by the administrator. For details, refer to "3 Density Setting" on page 17-35.

To recall the programmed density, follow the procedure below.

**Density Shift** can shift each of nine density levels described below to three levels lighter or three levels darker.

This function can be set by the administrator to use in combination with each of four Original Type modes. For details, refer to "3 Density Setting>3 Photo Mode Density Setting" on page 17-38.



#### Detail

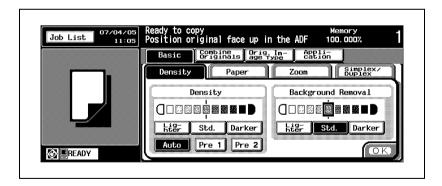
Image Density Selection changes the range of the density level between the darkest and lightest, so that users can obtain the optimum print result according to the originals or print object without degrading image quality. This setting can be made by the administrator, and will also be applied to Density Shift for Enhance Mode. For details, refer to "3 Density Setting>4 Image Density Selection" on page 17-40.

**Photo Mode Density Setting** specifies the exposure level to be selected by AE in Photo mode.

This setting can be made by the administrator. For details, refer to "3 Density Setting>4 Image Density Selection" on page 17-40.

#### To adjust exposure level and background whiteness

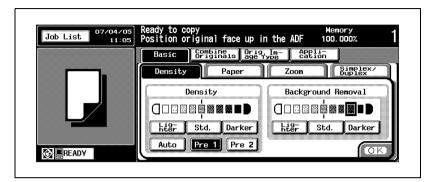
- Touch [Density] on the Basic Screen.
  The Density/Background adjustment menu will be displayed.
- 2 Touch [Darker] to darken, or [Lighter] to lighten the copy image.
  - Highlight the desired exposure level indicator.
  - Touch [Std.] to select the middle density level.
  - When resuming AE, touch [Auto].



- To use preset density, touch [Pre 1] or [Pre 2].

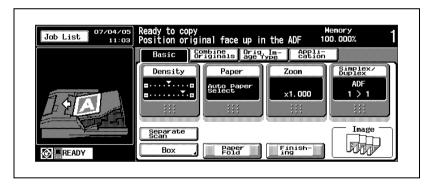
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- 3 Select the desired background adjustment level.
  - Touch [Darker] or [Lighter] in the Background Removal area to move the highlighted indication to the desired adjustment level. Or, touch [Std.] to resume the standard level.



4 Touch [OK] on the Density/Background adjustment menu.

The Basic Screen will be restored, with the specified exposure level indicated on the [Density] key.





#### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

#### 9.3 Paper Tray Setting

Each paper tray has been preset with paper size and condition by administrator

#### Paper size

The administrator has been set each tray to detect the standard paper size when loaded or exclusively to accommodate a specific size. (non-standard size, wide size, or tabbed paper size)

The tray specified as standard size or tabbed paper size allows Auto Paper Select, Auto Zoom, and Rotation to function, and the tray specified as wide size allow Auto Zoom and Rotation

To make a copy using other size than specified for main body trays and LCU, use Multi-sheet bypass tray and specify the size for it.

#### Paper condition

The administrator specifies various paper conditions (paper type, colour, hole-punch, both-sides adjustment) for each tray.

To make a copy using other size than specified for main body trays and LCU, use Multi-sheet bypass tray and specify the size for it.

The following describes how to use Auto Paper Select and Auto Zoom functions, and how to specify special paper size/type for using Multi-sheet bypass tray.



#### Detail

Rotation can be deactivated manually. See "Copying without Image Rotation (No Rotate)" on page 11-67 for details.

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## To Select Paper Size Automatically (Auto Paper Select)

Auto Paper Select detects the original size placed on the ADF or original glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.



#### Note

If "Auto Paper Select" appears on the [Paper] key of the Basic Screen, the function is already activated. You can start copying without performing the following procedure.



#### Detail

The original sizes to be detected from the ADF or original glass are previously determined. See "Using Original Glass" on page 3-11 for details.

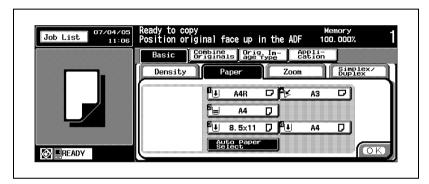
The original sizes to be detected from the ADF or original glass can be changed by the administrator. Refer to "Utility <Administrator Setting>" on page 18-3.

The administrator can designate the tray or paper condition incompatible with Auto Paper Select. Refer to "Paper Setting" on page 15-3.

The administrator can deactivate Auto Paper Select when original is set in the ADF or on the original glass. Refer to "2 Each Function Setting" on page 17-60.

## To set Auto Paper Select

- Auto Paper Select is incompatible with Auto Zoom, however, Rotation is available.
- Auto Paper Select will not select the tray of the size specified as nonstandard or wide size.
- Touch [Paper] on the Basic Screen.
  The Paper setting menu will be displayed.
- 2 Touch [Auto Paper Select].



3 Touch [OK] on the Paper setting menu.

The Basic Screen will be restored.

- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 4 Select additional copy conditions as desired.
- 5 Position original(s), then press [Start].

Scanned image will be printed on the paper size automatically selected.

If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.

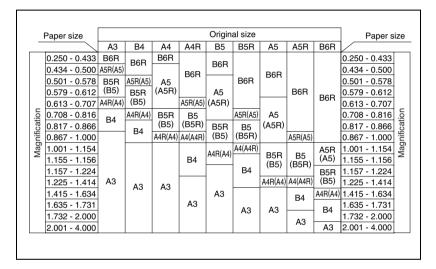
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#### Reminder

Auto Paper Select may not function for the tray of the selected size due to the paper type/weight specified for that tray. Contact your administrator.

See the table below for the relation of original size, magnification ratio and copy paper size.



## To Specify Desired Paper Size (Auto Zoom)

When a paper size is specified on the touch panel, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the ADF or the original glass.



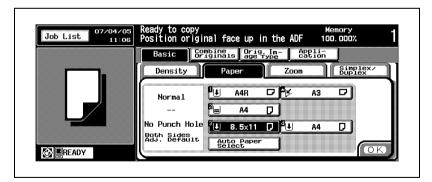
#### Detail

Auto Zoom can also be activated by touching [Auto Zoom] on the Zoom setting menu. In this case, the paper size specified for the tray of top priority will be selected automatically. See "Changing Magnification Ratio" on page 9-25 for details.

To copy in full size (x1.000) mode using selected paper size, see "Copying in Full Size Mode" on page 9-24.

#### To set Auto Zoom

- Auto Zoom is incompatible with Auto Paper Select, however, Rotation is available.
- Auto Zoom will not function if selected tray is specified as non-standard size.
- Touch [Paper] on the Basic Screen.
  The Paper setting menu will be displayed.
- 2 Touch a tray key on the menu to select the desired paper size.



3 Touch [OK] on the Paper setting menu.

The Basic Screen will be restored.

- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

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4 Position original(s), then press [Start].

Scanned image will be printed on the specified paper size in the magnification ratio automatically selected.

See the table below for the original size, copy paper size, and magnification ratio automatically selected.

		Original size									
_		А3	B4	A4R	A4	B5R	B5	A5R	A5	B6R	
	А3	1.000	1.154	1.414	1.000	1.632	1.156	2.000	1.414	2.308	
	B4	0.865	1.000	1.224	0.865	1.412	1.000	1.733	1.224	2.000	
	A4R	0.707	0.816	1.000	0.707	1.154	0.817	1.414	1.000	1.632	
size	A4	0.500	0.577	0.707	1.000	0.817	1.154	1.000	1.414	1.154	
aper	B5R	0.612	0.706	0.865	0.613	1.000	0.708	1.224	0.867	1.412	
Pa	B5	0.433	0.500	0.613	0.865	0.708	1.000	0.867	1.224	1.000	
	A5R	0.498	0.576	0.705	0.498	0.813	0.576	1.000	0.705	1.154	
	A5	0.352	0.407	0.498	0.705	0.576	0.813	0.705	1.000	0.813	
	B6R	0.431	0.498	0.610	0.431	0.703	0.498	0.865	0.610	1.000	

## Copying Using Special Paper (Bypass Tray Setting)

Use the Multi-sheet bypass tray to copy using the special paper type or size. The following settings are provided:

- Paper type: (blank), Normal, Thick, Thin Paper, OHP Paper, Trace, User
- Original Size Detection: Sets the machine to detect a specific paper size instead of the size normally to be detected; namely, 5.5"×8.5" instead of A5, 8.5"×11"R instead of A4R, 8"×13"/8.12"×13.2"/8.25"×13"/8.5"×13" instead of 8.5"×14", and B6R/5.5"×8.5"R instead of A5R.
- Paper size: Standard, Custom, Wide Paper, Tab Paper



## Detail

Special paper can also be loaded in the main body tray or in the LCU to use on a regular basis. Refer to "Paper Setting" on page 15-3.

For specifications of special paper to be loaded in the Multi-sheet bypass tray, see "Special Paper in Multi-Sheet Bypass Tray" on page 3-10.

For details on loading paper in the Multi-sheet bypass tray, see "Loading Paper in Multi-Sheet Bypass Tray" on page 4-7.



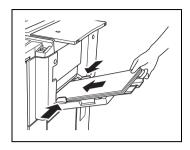
#### Reminder

When setting wide size, be sure to specify the precise dimensions of paper to be used. The dimensions of the wide size selected on the Wide Size Paper Screen are not correctly set in the initial setting.

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## To use Multi-sheet bypass tray

1 Open the Multi-sheet bypass tray, and load the copy paper.

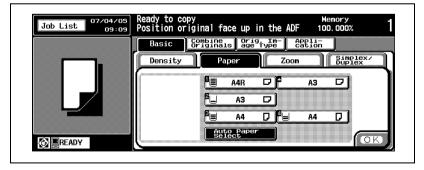


2 Touch [Paper] on the Basic Screen.



The Paper setting menu will be displayed.

3 Touch the bypass tray key.



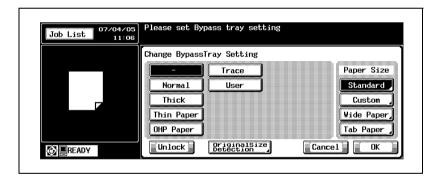
The [Bypass Setting] key will appear on the menu.

4 Touch [Bypass Setting].



Change Bypass Tray Setting Screen will be displayed.

- 5 Specify the paper type.
  - Touch and highlight the desired paper type key from the seven types provided on the screen.

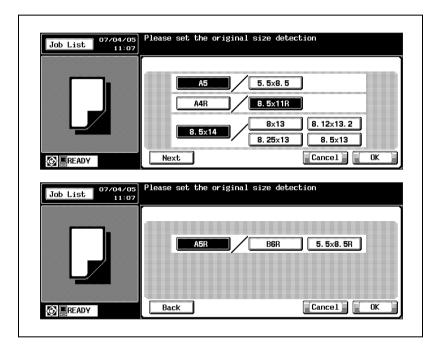


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- 6 Specify the paper size.
  - Selecting [Standard]:
     Normally this key is selected. Proceed to the next step.
  - To set Original Size Detection: Touch [Original Size Detection] to display the Original Size Detection Screen.

Touch [Next] or [Back] to display the desired size key, then select the size to be detected as a standard size.

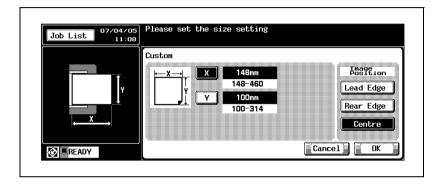
Touch [OK] to complete the setting and return to the Change Bypass Setting Screen.



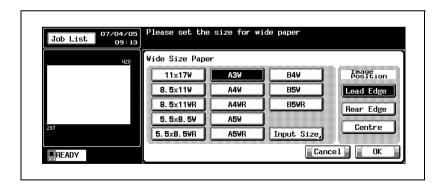
To specify a custom size:

Touch [Custom] to display the Custom Size Setting Screen. Touch [X] or [Y] to highlight it, then use the control panel keypad to enter the desired horizontal or vertical size, respectively. Entered size should fall within 100 mm  $\times$  148 mm  $\sim$  314 mm  $\times$  460 mm. Touch [Lead Edge], [Rear Edge], or [Centre] to specify the desired image position.

When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.



To specify a wide size:
 Touch [Wide Paper] to display the Wide Size Paper Setting Screen.
 Touch the desired wide size to highlight it, then touch [Lead Edge],
 [Rear Edge], or [Centre] to specify the desired image position.

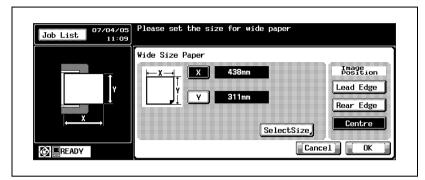


Touch [Input Size] to display the Size Input Screen.

Touch [X] to highlight it, then use the control panel keypad to enter the desired horizontal size. Entered size should fall within the range from the horizontal size of the standard size corresponding to the selected wide size, to a maximum of 460 mm.

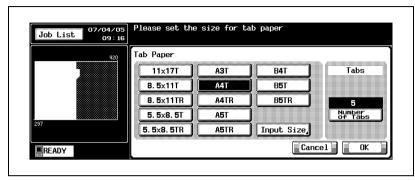
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Similarly, touch [Y] to highlight it, then enter the desired vertical size. Entered size should fall within the range from the vertical size of the standard size corresponding to the selected wide size, to a maximum of 314 mm.

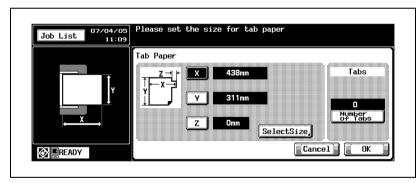


When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.

To specify a tabbed paper size:
 Touch [Tab Paper] to display the Tab Paper Setting Screen, then touch the desired tabbed paper size to highlight it.
 Touch [Number of Tabs], then use the control panel keypad to enter the number of tabs. Setting range is from 1 to 15.



If setting the custom tabbed paper size, touch [Input Size] to display the Size Setting Screen.



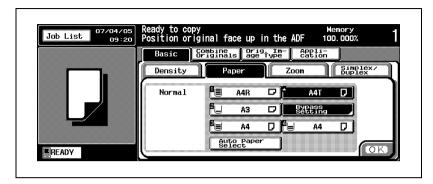
Touch [X]/[Y]/[Z] which indicates horizontal/vertical/index size to highlight it, then enter the desired size for each. Entered size should fall within 100 mm  $\times$  148 mm  $\sim$  314 mm  $\times$  460 mm, and 0  $\sim$  99 mm for tab extension.

When all settings are completed, touch [OK] to return to the Change Bypass Tray Setting Screen.

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7 Touch [OK] to restore the Paper setting menu.

The specified paper condition will be displayed on the bypass tray key.



8 Touch [OK] on the Paper setting menu.

The Basic Screen will be restored.

- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 9 Select additional copy conditions, as required.
  - "Auto" will be displayed on the Zoom key to show its activity.
- 10 Position original(s), then press [Start].



## Detail

For details of Auto Zoom function, see "To Specify Desired Paper Size (Auto Zoom)" on page 9-14.

To copy the original of the same size as that specified in the Original Size Detection setting, Original Size Setting is also required. See "Copying Non-Standard Size Originals (Custom Size / Tab Paper)" on page 10-21 for details.

To copy the image on the tab part of the original onto the tabbed copy paper, Original Size Setting is also required. See page 10-21 for details.

To copy onto OHP transparencies, Application setting is required. See "Copying onto Transparent Films (OHP Interleave)" on page 11-22 for details.

## 9.4 **Zoom**

In the initial settings on the Basic Screen, the magnification is automatically set at "×1.000" (full size).

This section describes how to change the magnification ratio.



#### Detail

The initial settings may be altered by the administrator. For details, refer to "3 Copier Setting" on page 17-54

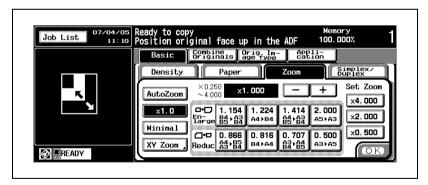
## Copying in Full Size Mode

Follow this procedure to make a 100% copy of the original image, irrespective of the selected paper size.

- 1 Close the ADF securely, then press [Reset].

  The initial settings are restored. Check that "×1.000" is displayed on the [Zoom] key to indicate that the full size mode is selected.
- 2 Select additional copy conditions, as desired.

Specifying paper size will release 1.000 magnification and set Auto Zoom automatically. In this case, touch [Zoom] on the Basic Screen to display the Zoom setting menu, then touch [ $\times 1.0$ ] to highlight it.



- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

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## **Changing Magnification Ratio**

The following six modes are provided:

- Enlarge/Reduce: Select from the eight ratios (0.500, 0.707, 0.816, 0.866, 1.154, 1.224, 1.414, 2.000) provided on the screen.
- XY Zoom (proportional): Specify 0.250 to 4.000 in 0.001 (0.1%) increments
- XY Zoom (Individual): Vertical and horizontal dimensions can be specified individually from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Preset Zoom: Select from the three ratios previously programmed.
- Minimal: Set reduction ratio slightly smaller than full size (0.930) in order to prevent image loss when copying original image that reaches the page margin.
- Auto Zoom: Automatically set appropriate magnification ratio according to the original size and selected paper size.

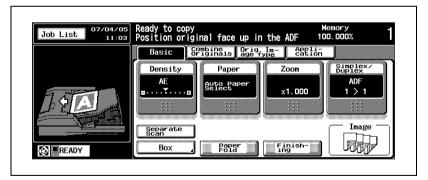


#### Detail

For details on the preset zoom ratio setting, refer to "4 Preset Zoom" on page 17-42.

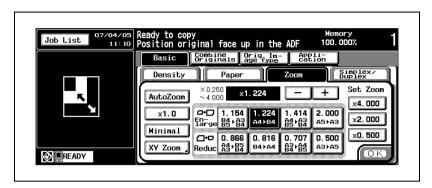
#### To set zoom mode

1 Touch [Zoom] on the Basic Screen.



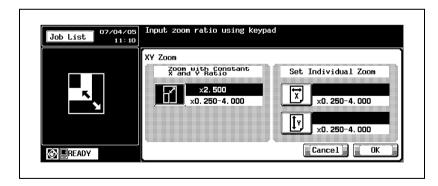
The Zoom setting menu will be displayed.

- 2 Specify the desired magnification ratio.
  - Enlarge/Reduce:
     Touch the desired key in the Enlarge/Reduce area.



Manual Zoom (proportional):
 Touch [-] or [+] to change the magnification ratio in 0.001 (0.1%) steps.

Or, touch [XY Zoom] to display the XY Zoom Screen, touch and highlight the key in "Zoom with Constant X and Y Ratio" area, then use the control panel keypad to enter the desired magnification ratio. The entered ratio will be displayed on the touch panel. Touch [OK] to return to the Zoom setting menu.

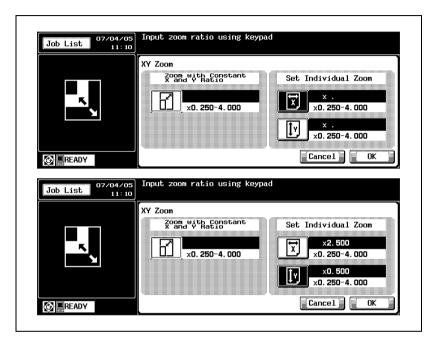


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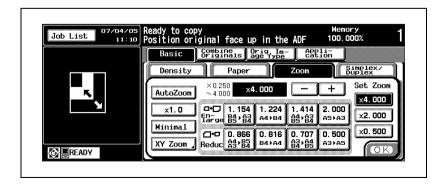
- Manual Zoom (individual):

Touch [XY Zoom] to display the XY Zoom Screen. Touch and highlight [X] or [Y] in "Set Individual Zoom" area, then use the control panel keypad to enter the desired magnification ratio. The entered ratio will be displayed on the touch panel.

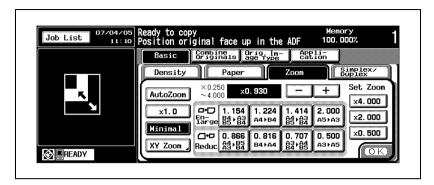
Touch [OK] to return to the Zoom setting menu.



Preset Zoom:
 Touch the desired preset zoom key under the Set Zoom indication.

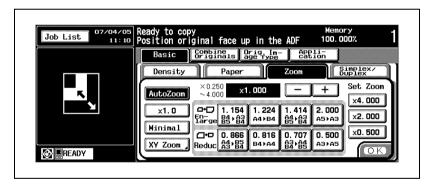


 Minimal: Touch [Minimal] to highlight it.



Auto Zoom:

Touch [Auto Zoom] to highlight it. The machine will automatically select the appropriate magnification ratio for paper size loaded in the tray of top priority.



- Did you enter a wrong number using keypad?
- → Continue by entering the correct number.
- Do you want to restore the previous setting?
- → Touch [Cancel].

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Touch [OK] on the Zoom setting menu.

The Basic Screen will be restored.

- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].



## Detail

To copy on paper loaded in any tray but the one of top priority using Auto Zoom function, see "To Specify Desired Paper Size (Auto Zoom)" on page 9-14.

## 9.5 Simplex/Duplex

The Basic Screen is initially set to 1-1 copy mode to make single-sided copies from single-sided originals.

Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the original glass, and also to make single-sided copies from double-sided originals.



#### Detail

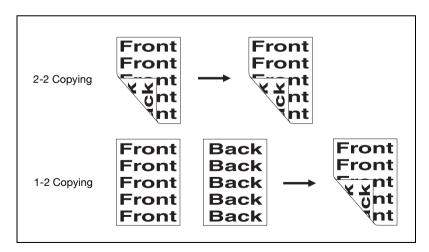
The machine is set to match the original binding direction and copy binding direction automatically. For details, refer to "2 Each Function Setting" on page 17-60.

If copy result is not as expected, this setting might be altered by the administrator. In this case, specify the copy binding direction manually. See "Setting Binding Direction for Duplex Copies" on page 12-7 for details.

## Making Double-Sided Copies Using ADF

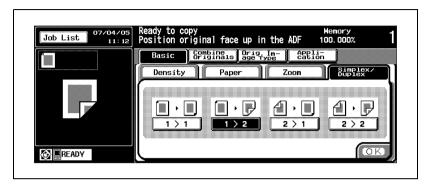
Select the copy mode according to the original type (single-sided or double-sided).

- Position originals according to the original direction icon on the Basic Screen
- The normal double-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.



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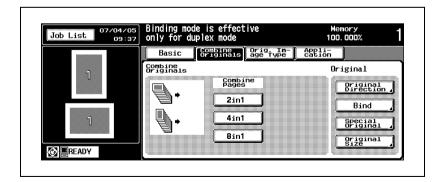
- Touch [Simplex/Duplex] on the Basic Screen.
   The Simplex/Duplex setting menu will be displayed.
- 2 Touch [1-2] or [2-2] to highlight it.



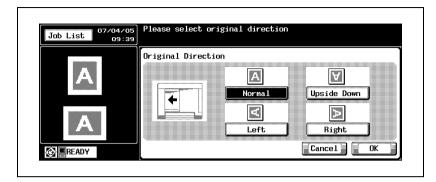
3 Touch [OK] on the Simplex/Duplex setting menu.

The Basic Screen will be restored.

- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 4 Specify the original set direction and binding direction.
  - Touch [Combine Originals] to display the Combine Originals setting menu.

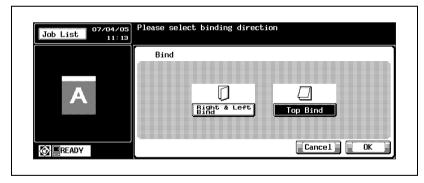


 Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



 To make normal double-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch [Bind] to display the Original Binding Direction Screen, then touch [Top Bind].

Touch [OK] to return to the Combine Originals setting menu.



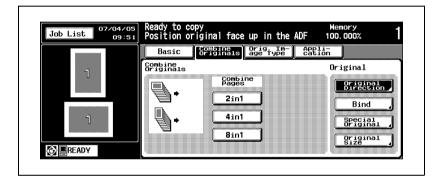
- 5 Select additional copy conditions, as desired.
- 6 Position originals FACE UP in the document feeder.
  - Set originals according to the original direction icon displayed on the Basic Screen.
- 7 Press [Start] to print.

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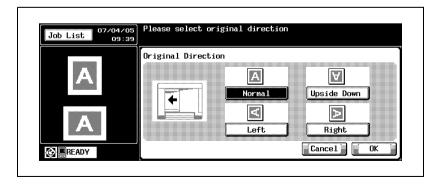
## Making Double-Sided Copies Using Original Glass

Use the original glass to scan originals unsuitable for the document feeder.

- ✓ Use the Separate Scan mode.
- Position originals according to the original direction icon on the Basic Screen.
- If Book Copy, Non-Image Area Erase, Size Auto Detect mode of Image Repeat, or Image Centring is selected, keep the ADF open throughout the scanning procedure.
- 1 Specify the original set direction and binding direction.
  - Touch [Combine Originals] to display the Combine Originals setting menu.



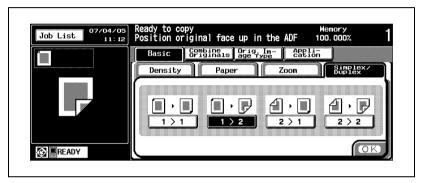
 Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



- Position original FACE DOWN on the original glass.
  - Open the ADF. Position original FACE DOWN according to the original direction icon displayed on the Basic Screen, then close the ADF.

Be sure to start from the first page.

- 3 Touch [Simplex/Duplex] on the Basic Screen.
  The Simplex/Duplex setting menu will be displayed.
- 4 Touch [1-2] to highlight it, then touch [OK].



The Basic Screen will be restored, with the [Separate Scan] key automatically highlighted.

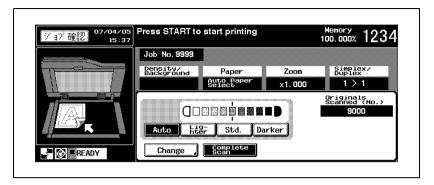
- 5 Select additional copy conditions, as desired.
- 6 Press [Start] to scan.

The front side image of the double-sided copy will be scanned into memory.

- Do you want to stop scanning?
- → Press [Stop]. The scanned image will be cleared.
- Replace the original on the original glass with the back side image original, then press [Start].

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8 When all originals are scanned, touch [Complete Scan] to exit the Separate Scan mode.



9 Press [Start] to print.

All the data in memory will be output.



## Reminder

DO NOT press [Reset] with the original already set on the original glass and duplex copy mode selected, otherwise the Separate Scan mode will be released to disable the copier from scanning the original placed on the original glass.



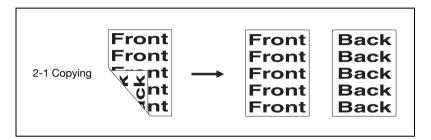
#### Detail

For the information on unsuitable ADF originals, see "Using Original Glass" on page 3-11.

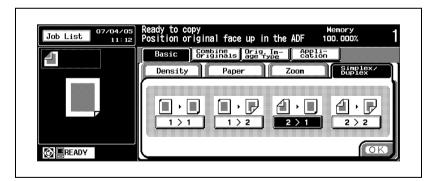
## Making Single-Sided Copies from Double-Sided Originals

Use ADF and select 2-1 copy mode to make single-sided copies from double-sided originals.

- Position originals according to the original direction icon on the Basic Screen.
- The normal single-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.



- Touch [Simplex/Duplex] on the Basic Screen.
  The Simplex/Duplex setting menu will be displayed.
- 2 Touch [2-1] to highlight it.



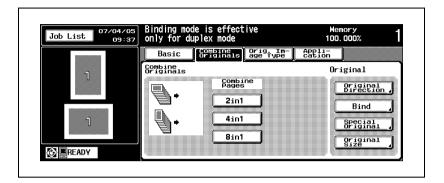
3 Touch [OK] on the Simplex/Duplex setting menu.

The Basic Screen will be restored.

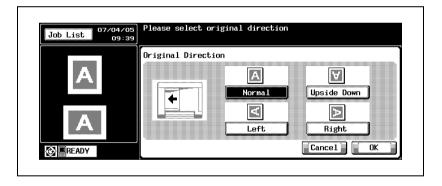
- Do you want to start copying immediately?
- → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].

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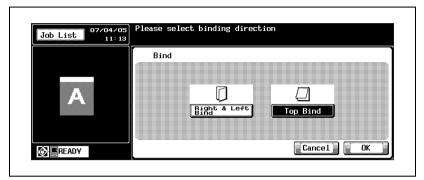
- 4 Specify the original set direction and binding direction.
  - Touch [Combine Originals] to display the Combine Originals setting menu.



 Touch [Original Direction] to display the Original Direction Screen, then touch the desired original direction key to highlight it. Touch [OK] to return to the Combine Originals setting menu.



 To make normal single-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch [Bind] to display the Original Binding Direction Screen, then touch [Top Bind].



Touch [OK] to return to the Combine Originals setting menu.

- 5 Select additional copy conditions, as desired.
- 6 Position originals FACE UP in the document feeder.
  - Set originals according to the original direction icon displayed on the Basic Screen.
- 7 Press [Start] to print.

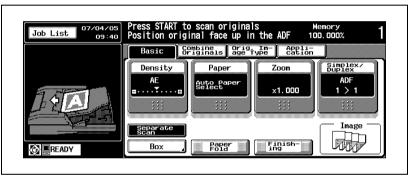
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# 9.6 Separate Scan Mode

Use Separate Scan mode to scan more than 100 originals into memory then to start a continuous printing job, or to combine images scanned from ADF and original glass.

## To set Separate Scan mode

- Separate Scan mode is necessarily used in the following functions: Making double-sided copies using original glass, Insert Image, Book Copy, Program Job, Storing image in Program Image Overlay
- Make copying selections, as desired.
- 2 Touch [Separate Scan] on the Basic Screen to highlight it.



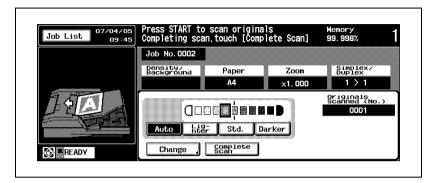
The Separate Scan mode will be activated. Separate Scan may already be highlighted depending on the selected copy conditions.

- 3 Position original(s), then press [Start].
  - Using original glass:
     Place original FACE DOWN. Start scanning from the first page.
     Repeat this step for all originals.
  - Using ADF:
    - Position originals FACE UP.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

When scanning job is started, the Basic Screen will slightly change to provide some other information.

- 4 Setting change is available during scanning procedure, if required.
  - Touch [Change] on the Basic Screen to restore the normal Basic Screen, then change selections or print quantity, as desired.



To resume scanning, position original(s), then press [Start].

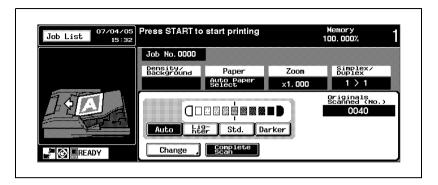
Memory indicator at the upper right corner of the touch panel allows you to check the remaining memory.



- Do you want to stop scanning?
- Press [Stop]. All the scanned image will be cleared.

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6 When scanning is completed, touch [Complete Scan] to exit the Separate Scan mode.



Press [Start].

All the data in memory will be output.



## Detail

Press [Stop] to suspend the printing job. For details, see "To Stop Scanning/Printing" on page 8-20.

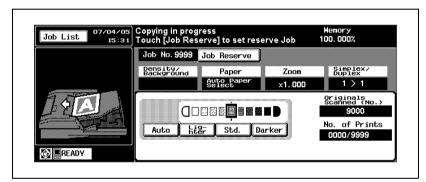
# 9.7 Reserve Job Setting

The Reserve function allows you to set up a new job while a current job is in process. When the current job is finished, the Reserve job starts printing immediately.

## To set reserve job

- ✓ Job settings: Max. 100
- ✓ The reserve job setting will be available after the copier starts to scan the current job, and also available anytime while printing the current job.
- Press [Start] to scan/print the current job.

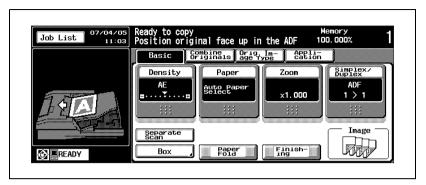
  The Basic Screen displays the message "Touch [Job Reserve] to set reserve Job."
- 2 Touch [Job Reserve].



The normal Basic Screen will be restored.

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3 Select copy conditions for the reserve job as desired, position original(s), then press [Start].



- Repeat steps 1 and 2. Up to 100 reserve jobs can be entered.
- 4 Printing of the reserve job will automatically start.



#### Detail

To check and operate the reserve jobs, touch [Job List] to display the Job List Screen. See "To Check/Control Reserved Jobs" on page 13-4 for details.

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# 10 Original Setting

# 10 Original Setting

# 10.1 Copy Conditions Incompatible with Original Settings

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	Combine Pages	4 in 1															Χ							
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		Z-Fold																						
		Single Feed																						
		Custom Size																						
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		Tab Paper															Χ	Χ						
	Text/Phot	0																						
Quality	Dot Matri	x																						
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1>1	1 > 2	2 > 1	2 > 2	Separate Scan Mode Key	2 in 1	4 in 1	8 in 1	Horizontal	Vertical	Normal	Left	Upside Down	Right	Right & Left Bind	Top Bind	Normal	Mixed Original	Z-Fold	Single Feed	Standard Size	Custom Size	Custom Size (w/Full Area)	Tab Paper	Text/Photo	Dot Matrix	Photo	Text
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	Combine Pages	4 in 1	*3		*3		*4		Х	Χ	Χ	Χ		Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ					)
	. agoo	8 in 1	*3		*3		*4		Х	Χ	Χ	Χ		Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ					)
	Numbering	Horizontal																								Ī
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inal		Left																								Γ
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So	0-1-1-1	Normal																								Γ
	Original	Mixed Original	*3		*3		*4		Х	Χ	Χ	Χ		Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ		Х	Х		Γ
		Z-Fold													Х	Х	Х	Χ	Χ	Х	Х			Х	П	Γ
		Single Feed	*3		*3		*4		Х	Х					Х	Χ								Х		Γ
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<b>Booklet Pagination</b>	Adhesive Binding	Frame/Centre Erase	Non-image area erase	Built-in Stamp	Set Numbering	Page No.	Date, Time	Watermark	Watermark Numbering	Annotation	Image Overlay	Main Tray	Sub Tray	Sort	Group	Offset	Corner	2 Position	2-Hole	4-Hole	Position Setting	Right & Left Bind	Top Bind	Face Up	Face Down	1 to N	N to 1	Tandem	Half Fold	Fold & Staple	Letter Fold In	Letter Fold Out	7-Fold
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None:	Compatible
x:	Grayed out (no response when touched)
*1:	Prohibited to start the job operation withz the message "Comination of this modes unavailable" displayed.
*2:	Application function previously selected will be released with the key grayed out.
*3:	PI setting menu will appear when any cover mode key is selected. Selecting main body tray will be unavailable.
*4:	All main body tray keys will be grayed out on the setting screen for in sertin sheets.

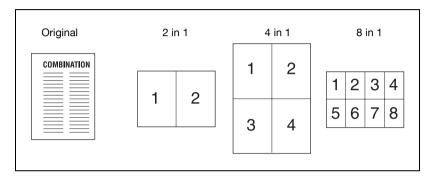
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### 10.2 Combine Originals

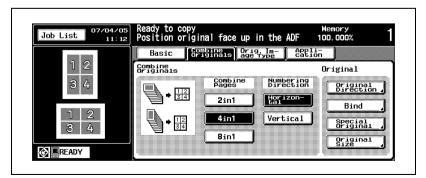
#### Lay Out Several Pages onto One Sheet (Combine Pages)

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

- ✓ Use ADF.
- Auto Zoom is automatically selected. Normally the magnification ratio is determined according to the paper size fixed for the tray of top priority.

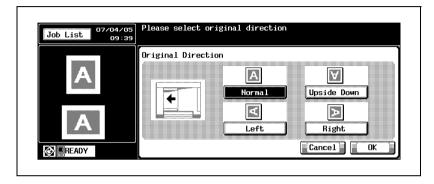


- Touch [Combine Originals] on the Basic Screen.
  The Combine Originals setting menu will be displayed.
- 2 Touch [2 in 1], [4 in 1] or [8 in 1] under Combine Pages to highlight it.
  - Selecting 4 in 1 or 8 in 1, the menu will additionally display two numbering direction keys.
     Touch either [Horizontal] or [Vertical] to specify numbering order of original layout.



Auto Zoom is automatically selected to make a copy using paper size loaded in the tray of top priority.

- Do you want to change the paper size?
- → Select the desired paper size from the Basic Screen.
- 3 Specify the original set direction.
  - Touch [Original Direction] on the Combine Originals setting menu to display the Original Direction Screen. Touch the desired original direction key to highlight it, then touch [OK].



- Do you want to select additional copy conditions?
- Touch [Basic] or any other tab key to continue job settings.
- 4 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].

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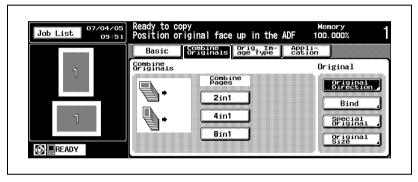
# 10.3 Original

#### **Specifying Original Direction (Original Direction)**

Specify the direction of the originals placed on ADF or original glass.

This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.

- Touch [Combine Originals] on the Basic Screen.
   The Combine Originals setting menu will be displayed.
- 2 Touch [Original Direction].



The Original Direction Screen will be displayed.

3 Touch the desired original direction key to highlight it.



4 Touch [OK] on the Original Direction Screen.

The Combine Originals setting menu will be restored.

- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position original(s), then press [Start].



#### Note

Specified original direction will be displayed as an icon on the Basic Screen when restored.



#### Detail

See "Setting Binding Direction for Duplex Copies" on page 12-7 and "Selecting Binding Direction of Originals (Bind)" on page 10-11 for reference.

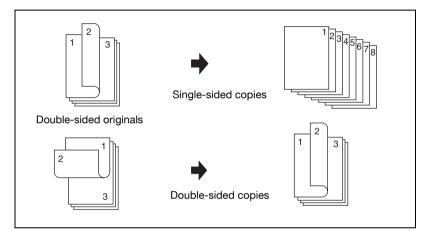
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#### **Selecting Binding Direction of Originals (Bind)**

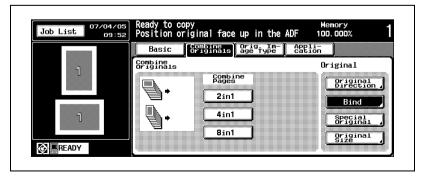
When copying double-sided originals in 2-1 or 2-2 mode, the copied sets will be exactly the same in page arrangement as the originals.

Use this function to obtain the single- or double-sided copies having the same edge as page top, from double-sided originals printed upside down on the reverse side.

- ✓ Top Bind is available only in 2-1 or 2-2 copy mode.
- If the machine restores the initial setting, this function will be reset to Right & Left Bind.

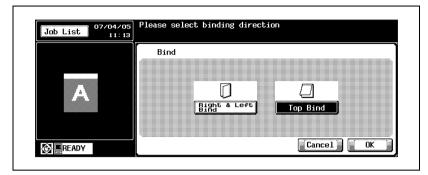


- Touch [Combine Originals] on the Basic Screen.
  The Combine Originals setting menu will be displayed.
- 2 Touch [Bind].



The Binding Direction Screen will be displayed.

3 Touch [Top Bind] to highlight it.



4 Touch [OK] on the Binding Direction Screen.

The Combine Originals setting menu will be restored.

- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- → Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].



#### Note

Specified binding direction will be displayed as an icon on the Basic Screen when restored.



#### Detail

See "Setting Binding Direction for Duplex Copies" on page 12-7 to make double-sided copies upside down on the reverse side, using the originals having the same edge as page top.

The machine is set to match the original binding direction and copy binding direction automatically. For details, refer to "2 Each Function Setting" on page 17-60.

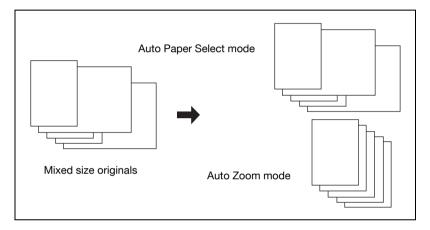
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#### Copying Mixed Size Originals (Mixed Original)

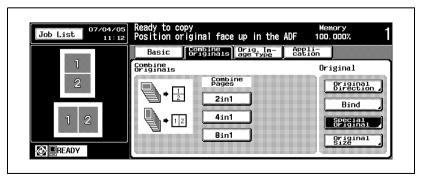
Use the Mixed original mode with the document feeder to copy mixed size originals.

Each original in the mixed set will be copied to paper of the same size (Auto Paper Select mode) or to paper of desired size with appropriate ratio automatically selected (Auto Zoom mode).

- Use ADF.
- ✓ Combination of original sizes to be mixed depends on the width of the ADF original guides. See "ADF Originals" on page 3-12 for details.

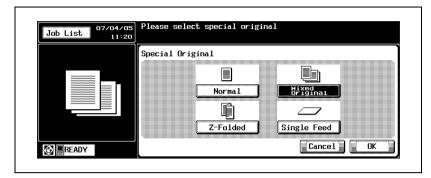


- Touch [Combine Originals] on the Basic Screen.
  The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

3 Touch [Mixed Original] to highlight it.



4 Touch [OK] on the Special Original Screen.

The Combine Originals setting menu will be restored.

- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- → Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].
  - Arrange the mixed size originals aligning the left and rear sides.



#### Detail

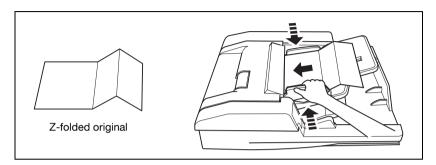
See "To position originals in Mixed Original mode" on page 8-12 for details on positioning mixed originals.

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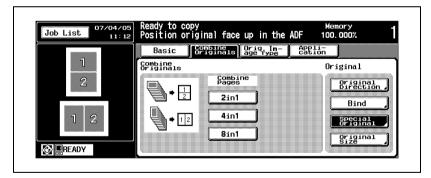
#### Copying Z-Folded Originals (Z-Folded)

Use the Z-Folded mode with the document feeder to copy Z-folded originals. Otherwise, the size detection sensor of the ADF may function incorrectly.

- Use ADF.
- ✓ This mode requires more scanning time to detect the original size.

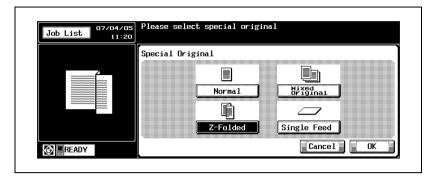


- Touch [Combine Originals] on the Basic Screen.
   The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

3 Touch [Z-Folded] to highlight it.



4 Touch [OK] on the Special Original Screen.

The Combine Originals setting menu will be restored.

- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- Touch [Basic] or any other tab key to continue job settings.
- 5 Enter the desired print quantity, position originals FACE UP in the document feeder, then press [Start].
  - Normal originals can be set together with the Z-folded original.



#### Detail

See "To position originals in Z-Folded mode" on page 8-14 for details on positioning Z-folded originals.

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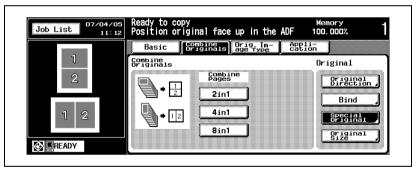
#### Feeding Single Original from ADF (Single Feed)

Use the Single Feed mode to copy thick originals or paste-ups to be fed one sheet at a time in the document feeder.

Copying usually starts after the [Start] key is pressed, however, the administrator can set the machine to automatically feed the original one second after placing the original in the document feeder (Auto Start). This function is useful when copying more than one sheet of original.

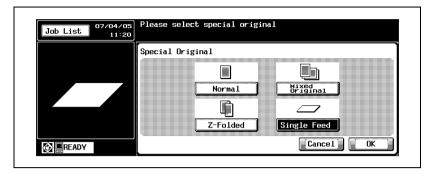
#### Procedure in normal Single Feed mode

- ✓ Use ADF. Set one sheet at a time.
- Auto Start mode is different from the normal Single Feed mode in procedure. Contact your administrator to check the current setting.
- Touch [Combine Originals] on the Basic Screen.
  The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

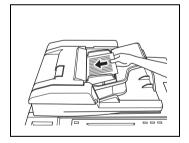
3 Touch [Single Feed] to highlight it.



4 Touch [OK] on the Special Original Screen.

The Combine Originals setting menu will be restored.

- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- → Touch [Basic] or any other tab key to continue job settings.
- 5 Position Single Feed original FACE UP in the document feeder.
  - Position a sheet of original in the document feeder, then align the paper guides to the original.



6 Press [Start].

The original will be fed and scanned, then the printing job will start in succession when the machine becomes ready for output.



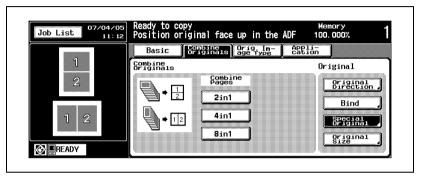
#### Reminder

Never set more than one thick original or paste up, otherwise machine trouble may be caused.

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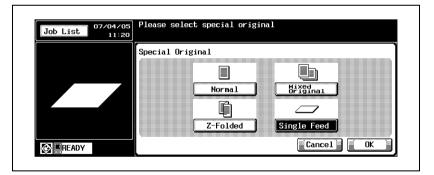
#### Procedure in Auto Start mode

- ✓ Use ADF. Set one sheet at a time.
- Touch [Combine Originals] on the Basic Screen.
   The Combine Originals setting menu will be displayed.
- 2 Touch [Special Original].



The Special Original Screen will be displayed.

3 Touch [Single Feed] to highlight it.

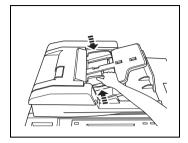


4 Touch [OK] on the Special Original Screen.

The Combine Originals setting menu will be restored.

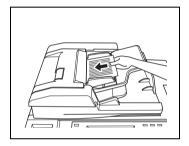
- Do you want to restore the previous setting?
- → Touch [Cancel].
- Do you want to select additional copy conditions?
- → Touch [Basic] or any other tab key to continue job settings.

- 5 Touch [Basic] to return to the Basic Screen, then touch [Separate Scan].
- 6 Adjust the ADF paper guides.
  - Without setting the original, adjust the ADF paper guides according to the original size to be set.

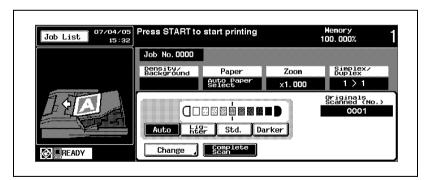


Position a sheet of original FACE UP in the document feeder.

The set original will be automatically fed and scanned.



8 Touch [Complete Scan] to deselect it and exit the Separate Scan mode, then press [Start].



The printing job will start.



#### Reminder

Never set more than one original, otherwise machine trouble may be caused.

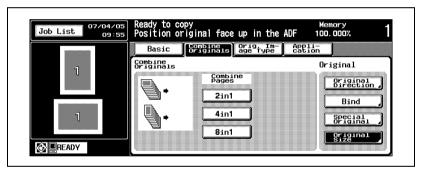
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#### Copying Non-Standard Size Originals (Custom Size / Tab Paper)

The copier usually detects the standard size of originals fed through ADF or positioned on the original glass (Standard Size mode).

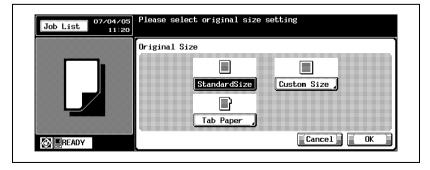
Use Custom Size mode to specify the scanning area manually for copying or printing special size originals. Use Tab Paper mode to copy a tabbed original, including the image of the tab part, onto tabbed copy paper.

- Use Full Area on the Custom Size Screen for small originals that cannot be copied in Standard Size mode.
- ✓ Tab extension width for tabbed originals: 12.5 mm or less Tabbed copy paper size and tab extension width can be specified in paper type/size setting.
- Touch [Combine Originals] on the Basic Screen.
  The Combine Originals setting menu will be displayed.
- 2 Touch [Original Size].



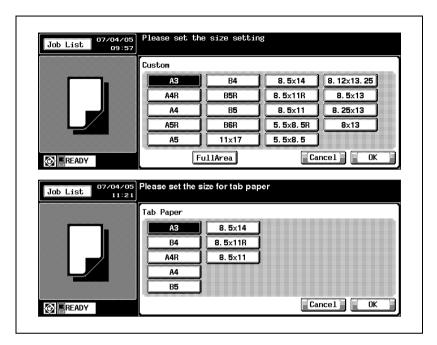
The Original Size Screen will be displayed.

3 Touch [Custom Size] or [Tab Paper].



The Custom Size Screen or Tab Paper Screen will be displayed.

4 Touch the desired size key.



- 5 Touch [OK].
  - The Original Size Screen will be restored.
- Touch [OK] on the Original Size Screen.
  The Combine Originals setting menu will be restored.
  - Do you want to restore the previous setting?
  - → Touch [Cancel].
  - Do you want to select additional copy conditions?
  - → Touch [Basic] or any other tab key to continue job settings.
- 7 Enter the desired print quantity, position original(s), then press [Start].

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# 10.4 Original Image Type

#### Making Copy Quality Closer to Originals (Original Type)

Use this function to enhance the reproducibility of half tones so that the copy quality more closely matches to that of the original.

Four modes of Original Type:

- Text: Use the Text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.
- Text/Photo: Use this mode to copy an original including both text and photo image.
- Photo: Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.
- Dot Matrix: Select Dot Matrix to darken lightly printed images (e.g., pencil) without changing background exposure.

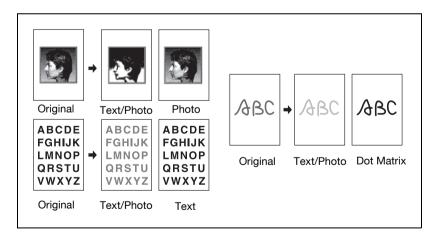


#### Detail

Density Shift can shift each of nine density levels described on the preceding pages to three levels lighter or three levels darker.

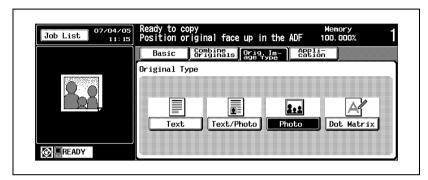
This function can be set by the administrator to use in combination with each of four Original Type modes. (Utility Screen>2 Function Setting>3 Density Setting>1 Density Shift for Enhance Mode)

For details, refer to "3 Density Setting>1 Density Shift for Original Image Type" on page 17-33.



#### To specify Original Type

- Touch [Orig. Image Type] on the Basic Screen.
   The Special Image popup menu will be displayed.
- 2 Touch the desired mode key to highlight it.



- 3 Enter the desired print quantity, position original(s), then press [Start].
  - Do you want to select additional copy conditions?
  - → Touch [Basic] or any other tab key to continue job settings.

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# 11 Applications

# 11 Applications

# 11.1 Copy Conditions Incompatible with Applications

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\*1: Unavailable with Print Insertion selected

\*2: PI setting menu will appear when any cover mode is selected. Selecting main body tray will be unavailable.

\*3 Available only when Booklet Pagination (Adhesive Binding) is selected

\*4 Available only Grayed out when Booklet (Adhesive Binding) [Front/Back Cov-

er + Spread] is selected

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# 11.2 Application Screen

Follow the procedure below to display the Application Screen and select the desired copying features.



#### Note

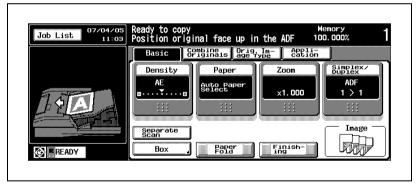
When a function key is touched, another screen or two will display to enable you to enter the appropriate settings.

If one function on the menu is incompatible with another, it will appear dimmed.

Touch [Bookmark] on the subsequent screen, if desired, so that the screen may be directly accessed from the Check Screen to change the setting you made. For details, refer to "Checking Feature Selections Before Copying (Check Mode)" on page 14-5.

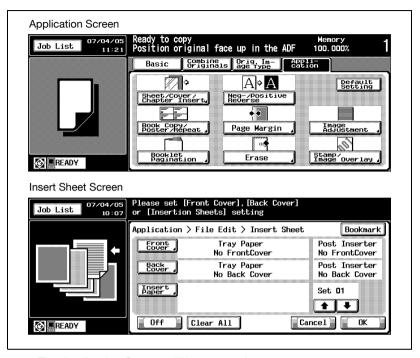
#### To set Application function

1 Touch [Application] tab on the touch panel.



The Application Screen will be displayed.

2 Select the desired Application function, make required settings on the subsequent screen, then touch [OK].



The Application Screen will be restored.

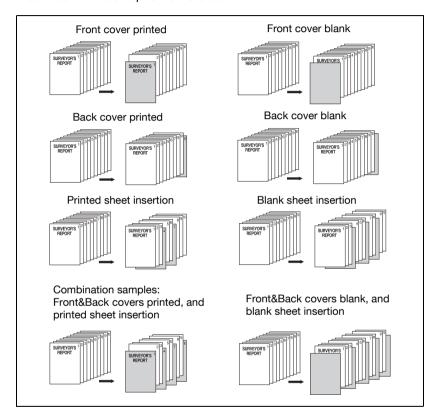
- 2 Do you want to cancel the function with the current setting remained?
- → Touch [Off].
- Do you want to clear all selections made for the function?
- → Touch [Clear All].
- Do you want to cancel all the selected functions on Application Screen with the setting made for each remained?
- → Touch [Default Setting].
- Do you want to resume the initial setting?
- → Press [Reset] on the control panel.
- Do you want to start copying immediately?
- → You don't have to touch [Basic] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 3 Enter the desired print quantity, position original(s), then press [Start].

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# 11.3 Inserting Sheets and Covers (Insert Sheet)

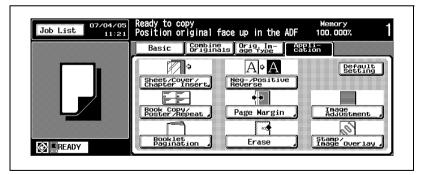
Use Insert Sheet in print mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

The covers and insertions can be specified as copied or blank, and fed from different tray source for each. Post inserter is also available as tray source if Post inserter PI-501 option is installed.



#### To set Insert Sheet function

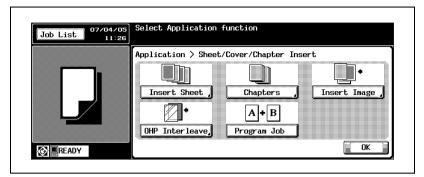
- Use ADF to scan originals. (Original glass can also be used with Separate Scan mode selected.)
- Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. Auto Zoom is automatically selected.
- ✓ Max. insert sheets: 30 locations, including front and back covers.
- Front/Back covers or insertions can be fed from post inserter (yet cannot be printed). Used together with main body trays, front cover fed from post inserter will be the first page, and the back cover will be the last page.
- ✓ The page numbers entered at random will be sorted automatically.
- ✓ Entering "0" will be ignored on the screen.
- When a page number entered is larger than the total original page count, it will be ignored.
- Load regular sheets into any tray, and insertion sheets and covers into each tray source to be designated on the Insert Sheet Screen.
  - When using post inserter, load cover/insertion sheets into the cover sheet feeder of post inserter.
- Touch [Application].The Application Screen will be displayed.
- 3 Touch [Sheet/Cover/Chapter Insert].



The Sheet/Cover/Chapter Insert Screen will be displayed.

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4 Touch [Insert Sheet].



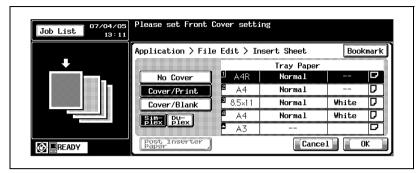
The Insert Sheet Screen will be displayed.

5 Select the desired mode.

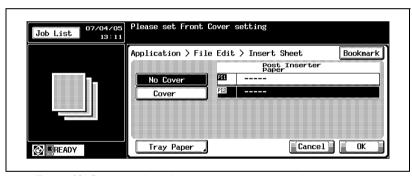


- To insert a front cover: Touch [Front Cover], then proceed to the next step.
- To insert a back cover: Touch [Back Cover], then proceed to step 7.
- To insert the insertion sheets: Touch [Insert Paper], then proceed to step 8.

6 On the Front Cover Setting Screen, select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used.

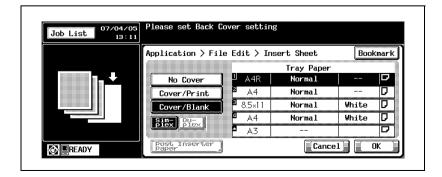


To use covers loaded in the post inserter, touch [Post Inserter Paper] to display the Post Inserter Paper Setting Screen, touch [Cover], and select the tray to be used.



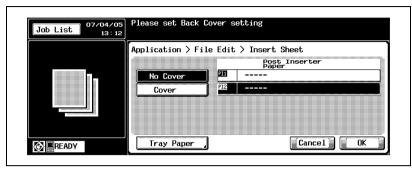
Touch [OK] to complete the setting and return to the previous screen.

7 On the Back Cover Setting Screen, select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used.



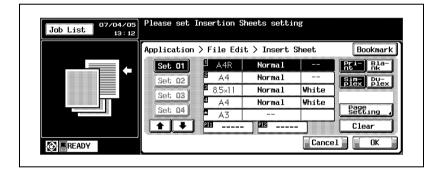
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To use covers loaded in the post inserter, touch [Post Inserter Paper] to display the Post Inserter Paper Setting Screen, touch [Cover], and select the tray to be used.

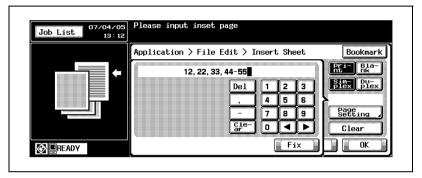


Touch [OK] to complete the setting and return to the previous screen.

8 On the Insert Sheet Setting Screen, enter the desired insertion type setting.



On the screen, the [Set 01] key is active to be ready for the first insertion type setting. Select the desired mode (Print/Blank), copy mode (Simplex/Duplex), and tray paper to be used. To enter the page number, touch [Page Setting] to display the popup screen keypad. Enter the page number of insertion location, using ", (comma)" between pages or "- (hyphen)" for consecutive pages. Up to 20 digits (including comma and hyphen) can be entered for one operation.



For example, if page 4 is entered in blank mode, a blank sheet will be inserted between page 4 and page 5; in print mode, a printed sheet is inserted at page 4.

- Do you want to delete the last entered number?
- → Touch [Del].
- Do you want to clear all the page entry?
- → Touch [Clear].
- Do you want to complete the page entry?
- → Touch [Fix]. The Set 01 setting is fixed and the [Set 02] key will be active.
- Do you want to change the insertion type?
- → To change the insertion type, set the new one and enter the page number. Up to 30 insertion type settings can be stored.

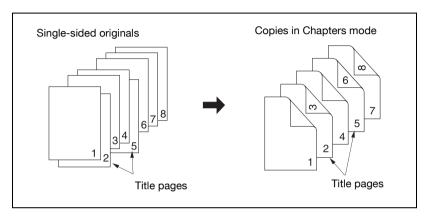
  If the same page number has been entered in Set 02 and Set 03 for example, the setting of larger number (Set 03) will take priority.
- When all settings are completed, touch [OK] repeatedly till the Application Screen is restored.
- 10 Enter the desired print quantity, position originals in the document feeder, then press [Start].

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## 11.4 Locating Title Pages on the Front Side (Chapters)

This function is used with ADF in 1-2 mode for the purpose of locating title pages on the front side, rather than reverse side, of a duplex copy to improve the presentation of double-sided copies.

To effectively locate the title page on the front, a blank page will be automatically created on the reverse side of a sheet, if required.





#### Note

Touch [Booklet Pagination] on the Chapters Screen to use this function together with Chapters.

Use Stamp together with this function to print chapter number onto chapter page in addition to page number.

### To set Chapters function

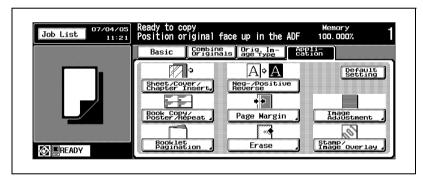
- ✓ Use ADF to scan originals.
- ✓ Max. title pages: 30 locations
- Entering "0" or the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- ✓ The chapter page can be copied on the sheet from another tray source. (Print Insertion)

Touch [Application].



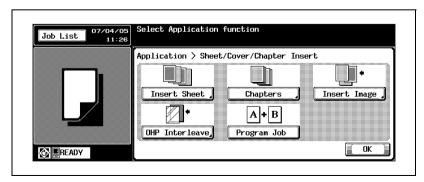
The Application Screen will be displayed.

2 Touch [Sheet/Cover/Chapter Insert].



The Sheet/Cover/Chapter Insert Screen will be displayed.

3 Touch [Chapters].



The Chapters Screen will be displayed.

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4 Use control panel keypad to enter the page number of each title page.

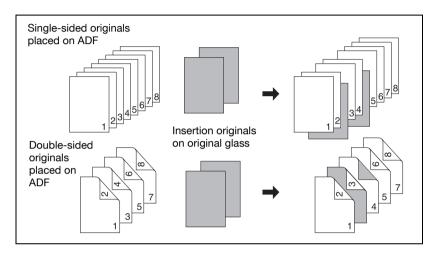


- Touch [Set] after each entry to move to the next key.
- To set more than 12 locations, touch the arrow key to move to the next page.
- To clear an incorrect entry, touch [Del]. The entered number will be deleted.
- To change the selection of paper tray for copying title pages, touch [Print Insertion] on the screen.
  - In this case, you can touch [Insertion Tray] to change the currently selected paper tray displayed on the screen.
- When all entries are made, touch [OK] repeatedly till the Application Screen is restored.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Chapters function?
  - → Touch [Off].
- 6 Enter the desired print quantity, position originals in the document feeder, then press [Start].

### 11.5 Inserting Images into Printed Sets (Insert Image)

Use the Insert Image mode to combine images scanned from the original glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the document feeder.





#### Note

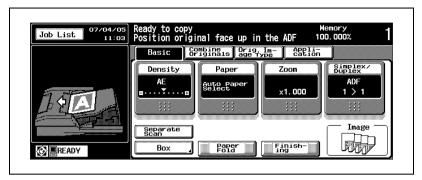
Touch [Booklet Pagination] on the Insert Image Screen to use this function together with Insert Image.

### To set Insert Image function

- ✓ Max. insertion location: 30 locations, from page 1 to page 999
- When a page number is larger than the total original count, a sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- Entering the same page number twice will insert two sheets at that location.

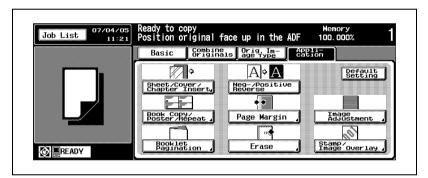
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1 Touch [Application].



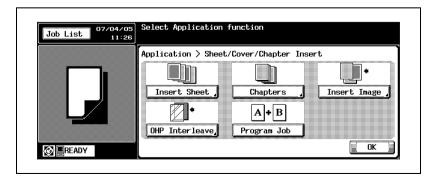
The Application Screen will be displayed.

2 Touch [Sheet/Cover/Chapter Insert].



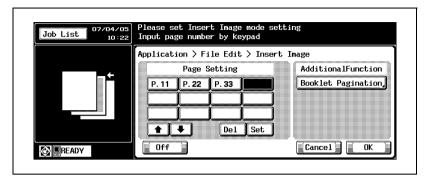
The Sheet/Cover/Chapter Insert Screen will be displayed.

3 Touch [Insert Image].



The Insert Image Screen will be displayed.

4 Use the control panel keypad to enter the page number.



For example, if insertion locations are "2/2/6", scanned images will be inserted as follows:

The first scanned image will be inserted after page 2.

The second scanned image will be inserted directly after the first scanned image insertion.

The third scanned image will be inserted after page 6.

- Touch [Set] after each entry to move to the next key.
- To set more than 12 locations, touch the arrow key to move to the next page.
- To clear an incorrect entry, touch [Del]. The entered number will be deleted.
- Do you want to cancel changes to the settings?
- → Touch [Cancel].
- Do you want to cancel the Insert Image function?
- → Touch [Off].
- When all page number entries are made, touch [OK] repeatedly till the Application Screen is restored.
- 6 Touch [Basic] to restore the Basic Screen.

The [Separate Scan] key on the Basic Screen appears highlighted to show that the Separate Scan mode is automatically selected.

- 7 Enter the desired print quantity from the control panel keypad.
- 8 Scan the document feeder images.
  - Position originals FACE UP in the document feeder.
     If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

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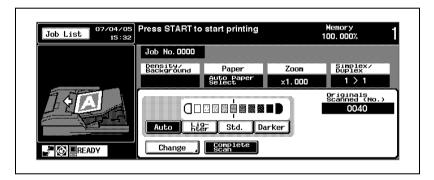
9 Press [Start].

The originals positioned in the document feeder will be scanned into memory.

- 10 Scan the original glass images.
  - Open the document feeder.
     Position an original FACE DOWN on the original glass, then close the document feeder.

Place and scan the originals according to pagination.

- 11 Press [Start].
- 12 Repeat steps 10 and 11 for all originals.
- 13 Touch [Complete Scan] to exit the Separate Scan mode.



14 Press [Start].

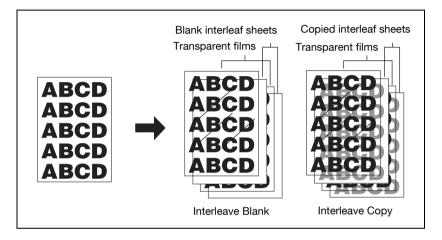
The copier will start printing when ready for output.

### 11.6 Copying onto Transparent Films (OHP Interleave)

Use the OHP Interleave function in 1-1 or 2-1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

In the Interleave Blank mode, a blank interleaf sheet is output with each transparent film to keep the film material from sticking together.

In the Interleave Copy mode, a copied interleaf sheet is output with each transparent film to provide reference during a presentation, a medium for photocopying, and a set for filing or inserting into a binder.

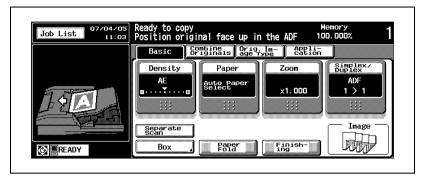


#### To set OHP Interleave function

- ✓ OHP transparent film source: Multi-sheet bypass tray
- ✔ Print quantity is set to 1 automatically and cannot be altered.
- ✓ Auto Zoom is automatically selected. To release Auto Zoom, select the desired magnification.
- ✔ Bypass tray setting is automatically set to OHP.
- 1 Set transparent films into the Multi-sheet bypass tray.
- When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.

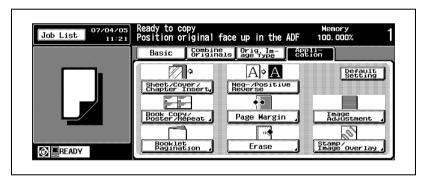
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3 Touch [Application].



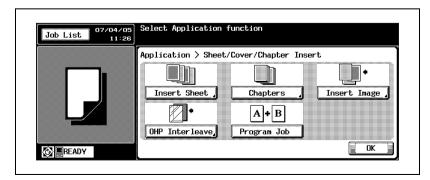
The Application Screen will be displayed.

4 Touch [Sheet/Cover/Chapter Insert].



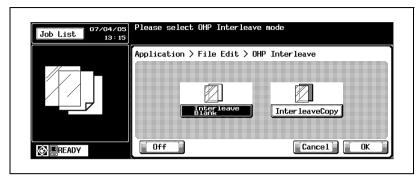
The Sheet/Cover/Chapter Insert Screen will be displayed.

5 Touch [OHP Interleave].



The OHP Interleave Screen will be displayed.

6 Select the desired OHP Interleave mode, then touch [OK] repeatedly till the Application Screen is restored.



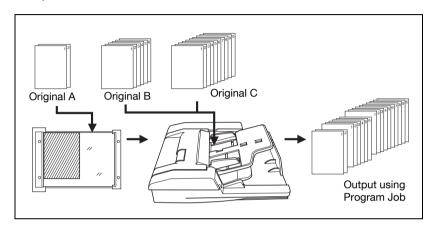
- Do you want to cancel changes to the settings?
- → Touch [Cancel].
- Do you want to cancel the OHP Interleave function?
- → Touch [Off].
- 7 Position original(s), then press [Start].

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# 11.7 Programming Different Settings for an Output Job (Program Job)

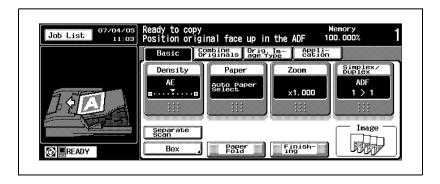
In the ordinary Separate Scan mode, the combined features selected for the job are applied to all originals to be scanned.

In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.



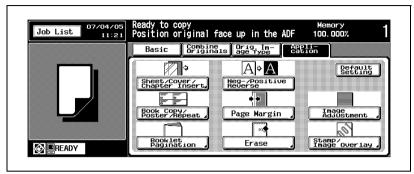
### To set Program Job function

- ✓ Max. 100 JOBs can be programmed for an output job.
- Once specified, paper size and the paper type/size setting cannot be changed for another JOB.
- ✓ Finishing mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBs.
- ✔ Program Job settings cannot be stored in Mode Memory.
- 1 Touch [Application].



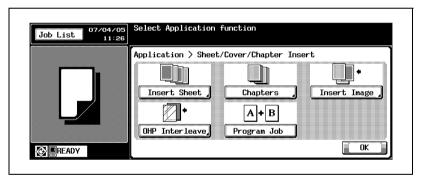
The Application Screen will be displayed.

2 Touch [Sheet/Cover/Chapter Insert].



The Sheet/Cover/Chapter Insert Screen will be displayed.

3 Touch [Program Job].



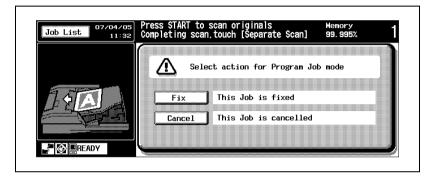
The key will be highlighted.

- 4 Touch [OK] to restore the Application Screen.
- Touch [Basic] to restore the Basic Screen.
  The [Separate Scan] key on the Basic Screen appears highlighted to show that the Separate Scan mode is automatically selected.
- 6 Select the desired copy conditions.

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- Position originals FACE UP in the document feeder or FACE DOWN on the original glass.
  - If the number of document feeder originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.
- 8 Press [Start].

When scanning for the current JOB is competed, the popup menu will be displayed in the Basic Screen.



9 Touch [Fix].

The current JOB images will be stored.

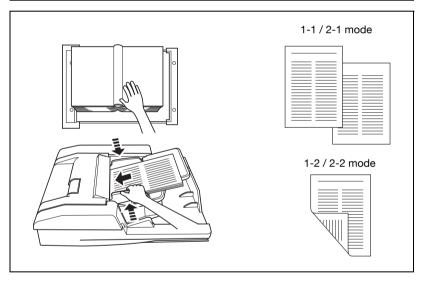
The paper size determined at this time will be applied to all subsequent JOBs.

- Do you want to delete the images?
- → Touch [Cancel].
- 10 Repeat steps 6 to 9 until all JOB originals are scanned.
  - Place and scan each original set in the correct order of pagination.
- 11 Touch [Separate Scan] to deselect it and exit the Separate Scan mode.
- 12 Select the desired Finishing mode and enter the print quantity from the control panel keypad.
- 13 Press [Start].

# 11.8 Dividing a Page Spread into Right and Left Pages (Book Copy)

The Book Copy mode performs image division on the original image. Use the function to copy an open book or catalogue onto two sheets in 1-1 or 2-1 mode, or onto the front and back sides of one sheet in 1-2 or 2-2 mode. The following three modes can be selected from the Book Copy Screen.

Mode	Description
Spread	Image division starts from the first scan. Separated pages are printed in the document page order.
Front Cover + Spread	Image division starts from the second scan, after the first scan copies normally.
Front/Back Cover + Spread	Image division starts from the third scan, after the first and second scan copy normally.





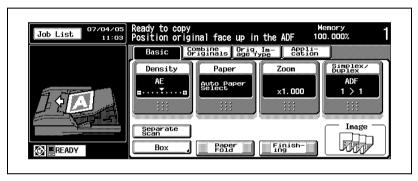
#### Note

Touch [Booklet] on the Book Copy Screen to use Booklet Pagination function together with Book Copy.

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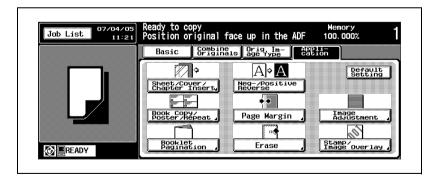
### To set Book Copy function

- ✓ Separate Scan mode is automatically selected.
- ✔ Available paper size: A4, B5, 8.5"×11"
- Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.
- ✓ When using original glass, Non-Image Area Erase and Image Centring are automatically selected. Do not close the document feeder when scanning the original on the original glass.
- 1 Touch [Application].

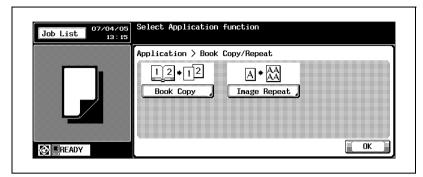


The Application Screen will be displayed.

2 Touch [Book Copy/Poster/Repeat].

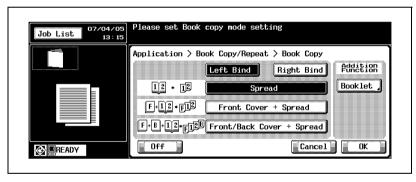


3 Touch [Book Copy].



The Book Copy Screen will be displayed.

- 4 Select the desired Book Copy mode.
  - Touch to highlight the desired mode key.



- 5 Touch [Left Bind] or [Right Bind] to select the output order according to the original pagination.
  - Do you want to cancel changes to the settings?
  - Touch [Cancel].
  - Do you want to cancel the Book Copy function?
  - → Touch [Off].
- 6 Touch [OK] repeatedly till the Application Screen is restored.
- 7 Touch [Basic] to restore the Basic Screen.

Auto Paper Select and Auto Zoom are automatically released, and the [Separate Scan] key appears highlighted to show that the Separate Scan mode is automatically selected.

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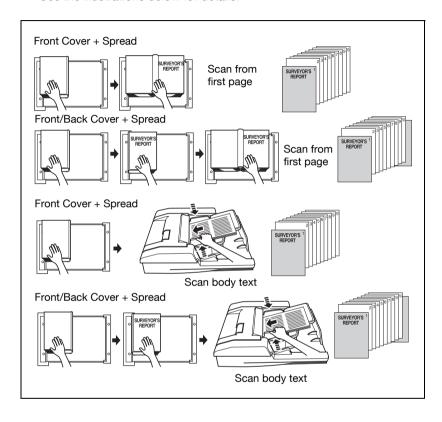
- 8 Select the desired copy mode and magnification.
  - Available paper sizes are A4, B5, and 8.5"×11".
  - When selecting Spread mode and scanning from the original glass, select 1-1 or 1-2 copy mode.
  - Magnification is automatically set to 1.000. Change the magnification manually, if desired.
- 9 Enter the desired print quantity from the control panel keypad.
- 10 Position original(s).
  - When using original glass to scan, position the first page FACE DOWN with document feeder kept open.
  - When using document feeder, position original(s) FACE UP.
  - For details on scanning originals in Front Cover + Spread and Front/ Back Cover+ Spread modes, see the description on the following page.
- 11 Press [Start] to scan.
- 12 Repeat steps 10 to 11 for all originals.
- 13 Touch [Separate Scan] to deselect it and exit the Separate Scan mode.
- 14 Press [Start].

The copier will start printing when ready for output.



#### Detail

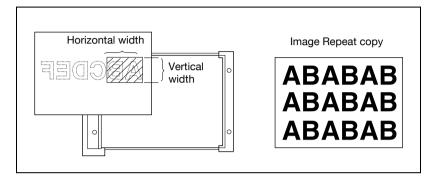
Use original glass for scanning original cover. See the illustrations below for details.



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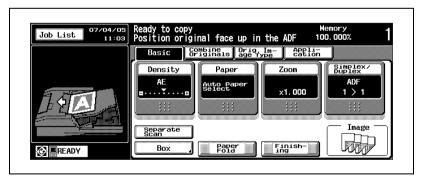
# 11.9 Repeating Selected Image Area (Image Repeat: Size Manual Input)

Use this function to repeat the selected image area of 10 mm to 150 mm in both vertical and horizontal widths measured from the rear left corner of the A3 original area indicated on the left edge of the original glass.



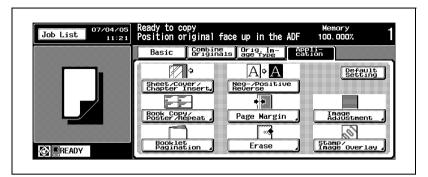
### To set Size Manual Input mode of Image Repeat

- ✓ Use the original glass. Document feeder cannot be used.
- Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.
- ✓ Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.
- 1 Touch [Application].

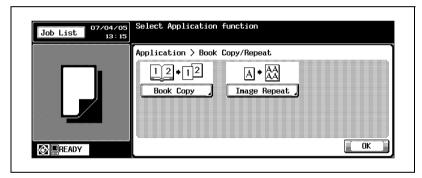


The Application Screen will be displayed.

2 Touch [Book Copy/Poster/Repeat].

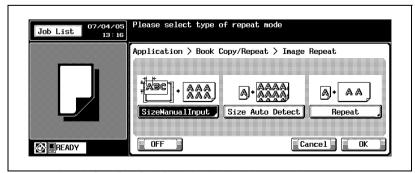


3 Touch [Image Repeat].



The Image Repeat Screen will be displayed.

4 Touch [Size Manual Input], then specify the vertical and horizontal widths of the scanning area.



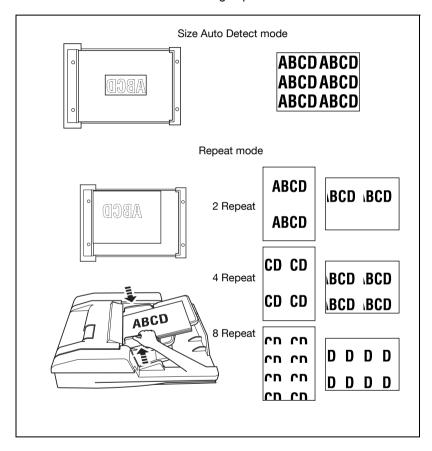
 Touch [Hori] or [Vert] to highlight it, then use the screen keypad to enter the width from 10 to 150 mm in 1 mm increments.

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- 5 Touch [OK] to restore the Image Repeat Screen.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Image Repeat function?
  - → Touch [Off].
- 6 Touch [OK] to restore the Application Screen.
- 7 Touch [Basic] to restore the Basic Screen, then select the desired magnification and paper size.
- 8 Enter the desired print quantity from the control panel keypad.
- Position original FACE DOWN on the original glass, as shown in the illustration at the top of this section.
- 10 Press [Start].

# 11.10 Repeating Automatically or Select Repeating Times (Image Repeat: Size Auto Detect / Repeat)

Size Auto Detect mode will automatically set the equal repeat area to the size of the original placed onto the original glass by activating Non-Image Area Erase. Repeat mode will scan the image area specified by the selected paper size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet. Use 2 Repeat in designated order mode to have the same cut side when cutting copied sheets in two.



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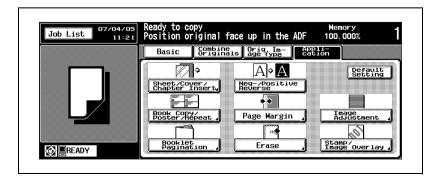
### To set Size Auto Detect and Repeat modes of Image Repeat

- Use the original glass for Size Auto Detect mode. Document feeder cannot be used.
- ✔ ADF is available with Repeat mode.
- Auto Paper Select and Auto Zoom are released and 1.000 magnification is selected automatically.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode. In this case, magnification ratio will be fixed to 1.000 (100 %).
- ✓ Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.
- When Size Auto Detect mode is selected, Non-Image Area Erase functions automatically. Do not close the document feeder when scanning the original on the original glass.
- 1 Touch [Application].

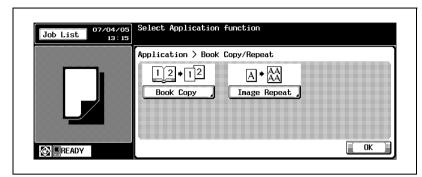


The Application Screen will be displayed.

2 Touch [Book Copy/Poster/Repeat].

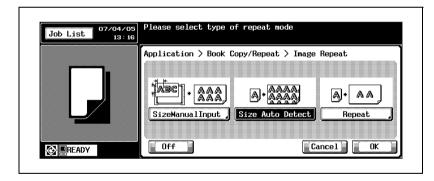


3 Touch [Image Repeat].



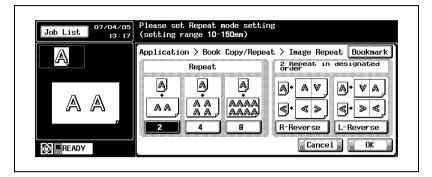
The Image Repeat Screen will be displayed.

- 4 Touch the desired mode key.
  - To select Size Auto Detect mode, touch [Size Auto Detect], then proceed to step 6.
  - To select 2 Repeat, 4 Repeat, or 8 Repeat, touch [Repeat] to display the Repeat Mode Screen.



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- 5 Select the desired Repeat mode, then touch [OK].
  - Touch [2], [4], or [8] to select the desired Repeat mode.
  - If you want the image upside down on the other side in 2 Repeat mode, touch [R-Reverse] or [L-Reverse].



- 6 Touch [OK] on the Image Repeat Screen.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Image Repeat function?
  - → Touch [Off].
- 7 Touch [OK] to restore the Application Screen.
- Touch [Basic] to restore the Basic Screen, then select the desired magnification and paper size.
- 9 Enter the desired print quantity from the control panel keypad.
- 10 Position original.
  - For Size Auto Detect mode original, open the document feeder, then position the original FACE DOWN on the original glass. In this case, DO NOT close the document feeder.
  - For 2 Repeat, 4 Repeat, or 8 Repeat mode original, ADF is also available.
- 11 Press [Start].



### Detail

The Size Auto Detect mode may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

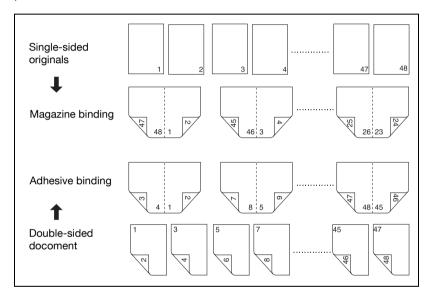
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# 11.11 Making Multiple Page Signature Booklet (Booklet Pagination)

Use the Booklet Pagination function to make a multiple page signature booklet on both sides of paper. Original images are scanned into memory and automatically arranged in booklet format in correct order.

In the machine equipped with FS-604 option, Magazine binding in Half Fold or Fold&Staple is available, while Adhesive binding can be selected with Half Fold mode.

Trimming mode is also available in combination with Half Fold or Fold&Staple mode, if Trimmer unit TU-501 is installed.



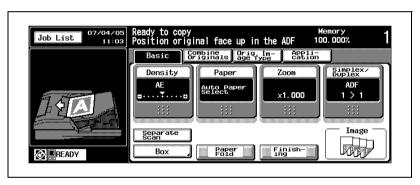


### Detail

The Utility Screen provides the setting to position the page numbers automatically on the outside edges of the copy when using Booklet Pagination with Page Numbering in Stamp.

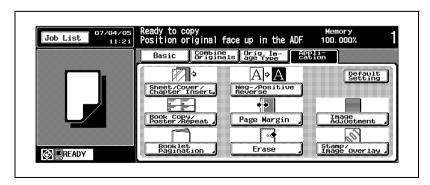
### To set Booklet Pagination function

- Use ADF to scan originals. (Original glass can also be used with Separate Scan mode selected.)
- Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
- Trays for copy paper and front/back covers should have the same paper size loaded.
- Auto Zoom mode is automatically selected. Select the desired paper size.
- 1 Load the desired copy paper size in a tray.
  - When selecting cover sheet mode (Cover With Copy Sheet or Cover With Blank Sheet), load the same size cover paper in any other tray unless it is specified as Thick or Tab Paper.
- 2 Touch [Application].



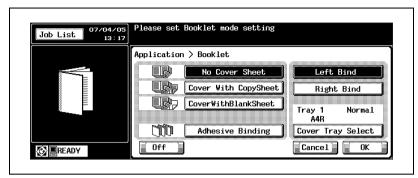
The Application Screen will be displayed.

3 Touch [Booklet Pagination].



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4 Touch to highlight the desired Booklet Pagination mode key.



- When a cover sheet is required, touch [Cover Tray Select] to select the cover sheet tray source.
- Touch [Left Bind] or [Right Bind] if you want to change the output order.
- 5 Touch [OK].

The Application Screen will be restored.

- Do you want to cancel changes to the settings?
- → Touch [Cancel].
- Do you want to cancel the Booklet Pagination function?
- → Touch [Off].
- Touch [Basic] to restore the Basic Screen, then select the tray in which you loaded copy paper in step 1.
  - Auto Zoom is automatically selected. To release Auto Zoom, select the desired magnification, then select paper size.
- 7 Select 1-2 or 2-2 copy mode.
- 8 Enter the desired print quantity from the control panel keypad.
- 9 Position originals FACE UP in the document feeder, then press [Start].



#### Reminder

Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.



### Reminder

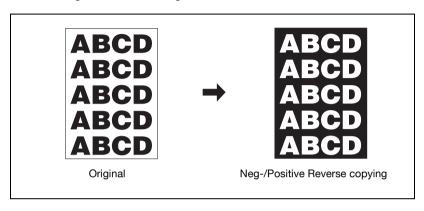
When making folded /folded & stapled and trimmed booklet the outer pages and inner pages may be different in the amount of outer margin.

In such a case, use the page interval function and creep function in Shift mode of Page Margin. See page "Adjusting Position of Copy Image (Page Margin: Shift Mode)" on page 11-47 for details.

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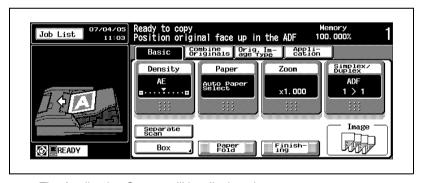
# 11.12 Reversing Colour in Black and White Image (Neg-/ Positive Reverse)

Use Neg-/Positive Reverse function to reverse the image from black-onwhite to white-on-black, and vice versa. This is very good for copying whiteon-black originals and reversing them to fax.



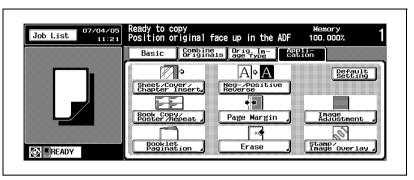
### To set Neg-/Positive Reverse function

1 Touch [Application].



The Application Screen will be displayed.

2 Touch [Neg-/Positive Reverse] to highlight it.



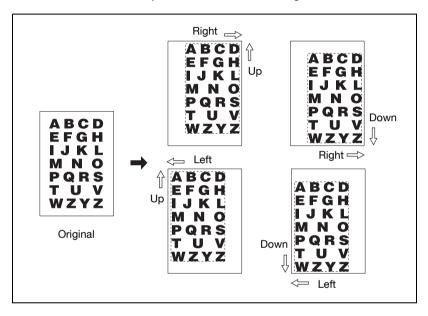
- Do you want to cancel the "Neg-/Positive Reverse" function?
- → Touch [Neg-/Positive Reverse] again.
- 3 Enter the desired print quantity from the control panel keypad.
- 4 Position original(s), then press [Start].

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# 11.13 Adjusting Position of Copy Image (Page Margin: Shift Mode)

Use Shift mode of Page Margin to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes.

Using Booklet Pagination or 2 Repeat mode of Image Repeat in combination, desired amount of blank space between the two images can also be made.



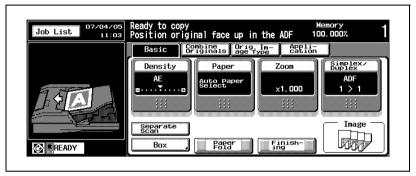


### Detail

If image loss is likely, select Reduce & Shift mode instead of Shift mode. See "Reducing Images to Create Binding Margin (Page Margin: Reduce & Shift Mode)" on page 11-53.

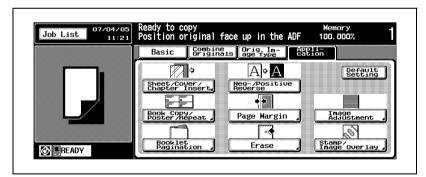
### To set Shift mode of Page Margin

- ✓ Shift amount: 0 to 250 mm in 1 mm increments.
- ✓ Creep: 0 to 50 mm in 1 mm increments
- ✓ Setting in 0.1 mm increments using up/down arrow key is also available. This setting change can be made on the Utility Screen.
- 1 Touch [Application].



The Application Screen will be displayed.

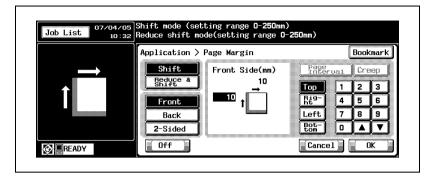
2 Touch [Page Margin].



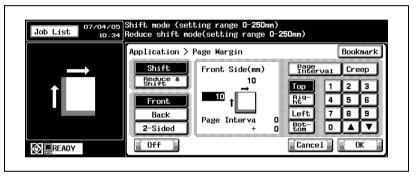
The Page Margin Screen will be displayed.

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## 3 Touch [Shift].



4 Select the page to be adjusted with image position.



- Touch [Front] or [Back] to specify the shift direction and amount individually; or touch [2-Sided] to specify collectively. The [Back] and [2-Sided] keys function only for duplex copying.
- 5 Specify the shift direction and amount.
  - Touch and highlight the desired shift direction key on the left side of touch panel keypad, then use keypad or up/down arrow key to enter the desired shift amount, from 0 to 250 mm in 1 mm increments.
    - The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.
  - If Booklet Pagination or 2 Repeat mode of Image Repeat has been already selected, the [Page Interval] key appears clear on the screen to show its availability.
    - If desired, touch [Page Interval] to highlight it, then enter the desired amount using the touch panel keypad or up/down arrow key.

- If Booklet Pagination (except Adhesive Binding mode) has been already selected, the [Creep] key appears clear to show its availability. Touch [Creep] to highlight it, then enter the desired offset amount from 0 to 50 mm in 1 mm increments.
- 6 Touch [OK].

The Application Screen will be restored.

- Do you want to cancel changes to the settings?
- → Touch [Cancel].
- Do you want to cancel the Page Margin function?
- → Touch [Off].
- 7 Touch [Basic] to restore the Basic Screen.
  - Do you want to start copying immediately?
  - → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 8 Select the additional copy conditions, as desired.
- 9 Enter the desired print quantity, position original(s), then press [Start].

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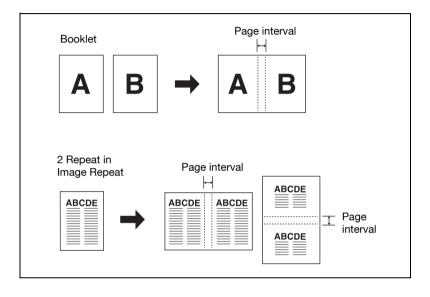




### Detail

Page Interval function is available only when Booklet Pagination or 2 Repeat mode of Image Repeat has been already selected.

Use this function to make the desired amount of blank space between the two images on a page. See the illustration below for details.



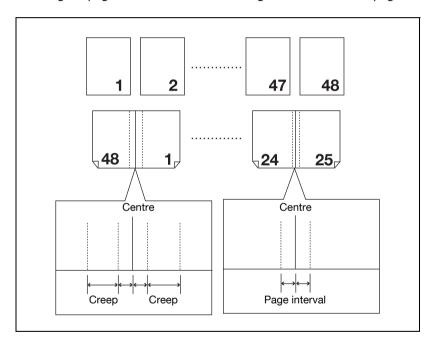


#### Detail

Creep function is available only when Booklet Pagination (except Adhesive Binding mode) has been already selected.

Use this function in combination with Page Interval to make space between the two images widening gradually from the inner pages to the outer pages in a folded/folded&stapled and trimmed booklet, so that the outer margin should be uniform on all pages through.

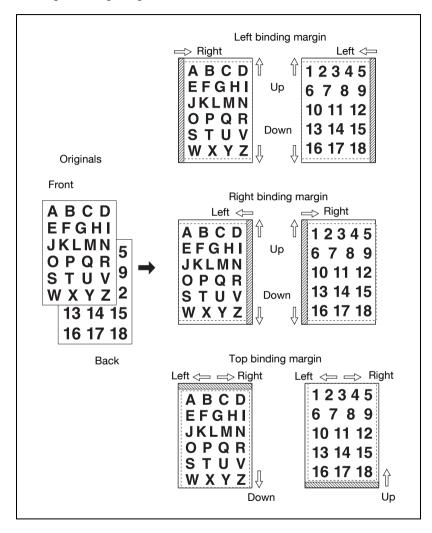
Enter the creep amount of the images on the outermost page, while entering the page interval amount of the images on the innermost page.



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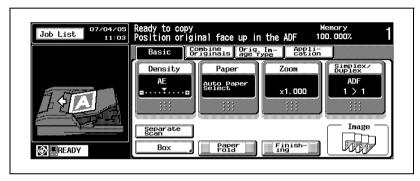
# 11.14 Reducing Images to Create Binding Margin (Page Margin: Reduce & Shift Mode)

Use Reduce & Shift mode instead of Shift mode to prevent image loss when creating a binding margin.



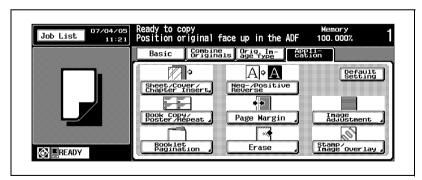
# To set Reduce & Shift mode of Page Margin

- Auto Zoom is automatically selected and cannot be released. The magnification ratio will be determined according to the shift amount specified for the front page, and the shift amount and magnification ratio determined for the front page will be automatically applied to the back page.
- ✓ Shift amount: 0 to 250 mm in 1 mm increments
- ✓ Setting in 0.1 mm increments using up/down arrow key is also available. This setting change can be made on the Utility Screen.
- 1 Touch [Application].



The Application Screen will be displayed.

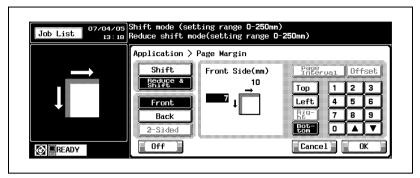
2 Touch [Page Margin].



The Page Margin Screen will be displayed.

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3 Touch [Reduce & Shift], then specify the shift direction and amount.



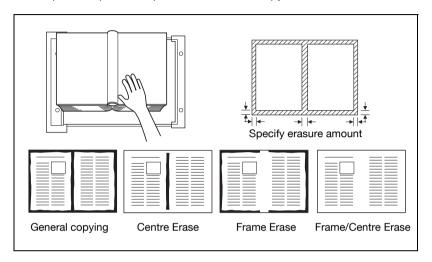
- Touch [Front] or [Back]. In Reduce & Shift mode, the [2-Sided] key appears dimmed to show inactivity.
- Touch and highlight the desired shift direction key on the left side of touch panel keypad, then use keypad or up/down arrow key to enter the desired shift amount, from 0 to 250 mm in 1 mm increments.
  - The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.
- If any positioning adjustment is required for the back page, touch [Back] and make direction and amount change.
- 4 Touch [OK].

The Application Screen will be restored.

- Do you want to cancel changes to the settings?
- → Touch [Cancel].
- Do you want to cancel the Page Margin function?
- → Touch [Off].
- 5 Touch [Basic] to restore the Basic Screen.
  - Do you want to start copying immediately?
  - → You don't have to touch [OK] to restore the Basic Screen. Position original(s) directly, then press [Start].
- 6 Select the additional copy conditions, as desired.
- Tenter the desired print quantity, position original(s), then press [Start].

# 11.15 Eliminating Black Copy Marks Along Borders (Frame/Centre Erase)

Use Frame/Centre Erase to eliminate black copy marks along borders to clean up and improve the presentation of the copy.



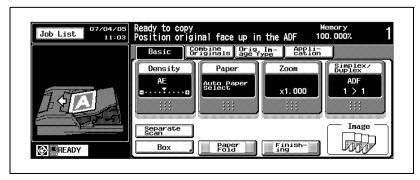


#### Reminder

When lowering the document feeder onto thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

### To set Frame/Centre Erase function

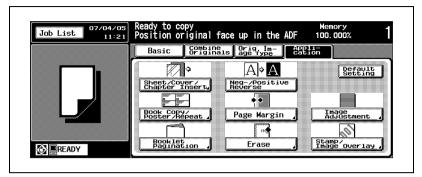
Touch [Application].



The Application Screen will be displayed.

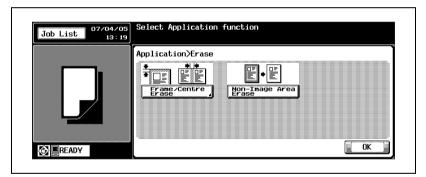
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2 Touch [Erase].



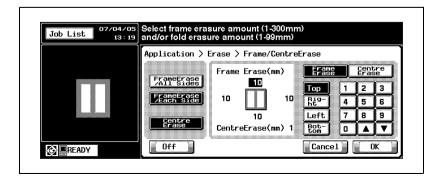
The Erase Screen will be displayed.

3 Touch [Frame/Centre Erase].

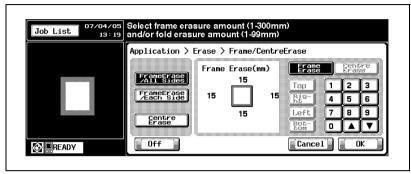


The Frame/Centre Erase Screen will be displayed.

4 Touch the desired mode key.



- Touch [Frame Erase/All Sides], [Frame Erase/Each Side], or [Centre Erase] to highlight it. Either of Frame Erase mode and Centre Erase mode can be selected in combination.
- 5 Specify the erasure amount in the selected mode.

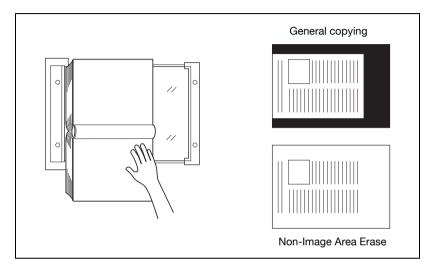


- To specify "Frame Erase/All Sides" amount, use the touch panel keypad or up/down arrow key to enter the desired erasure amount of the Top, Right, Left, and Bottom sides collectively, from 1 to 300 mm in 1 mm increments.
- To specify "Frame Erase/Each Side" amount, touch [Top], [Right], [Left], or [Bottom] to highlight the key and current amount indicated in the illustration area.
  - Use the touch panel keypad or up/down arrow key to enter the desired erasure amount, from 1 to 300 mm in 1 mm increments.
- To specify "Centre Erase" amount, use the touch panel keypad or up/down arrow key to enter the desired erasure mount, from 1 to 99 mm in 1 mm increments.
- 6 Touch [OK] repeatedly till the Application Screen is restored.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Frame/Centre Erase function?
  - → Touch [Off].
- 7 Enter the desired print quantity, position original(s), then press [Start].

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# 11.16 Erasing Outside of Original (Non-Image Area Erase)

The Non-Image Area Erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the original glass. The exposed glass area outside the borders of the original will not be copied.





### Note

This function may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

## To set Non-Image Area Erase function

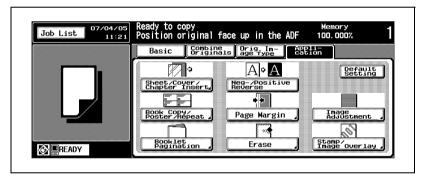
- ✓ Use the original glass only. Keep ADF open throughout the procedure.
- ✓ Original size should be larger than 10 mm × 10 mm.
- ✓ Auto Zoom and Auto Paper Select are automatically released.
- ✓ Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.

1 Touch [Application].



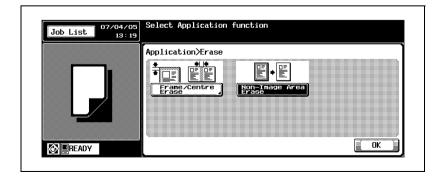
The Application Screen will be displayed.

2 Touch [Erase].



The Erase Screen will be displayed.

3 Touch [Non-Image Area Erase] to highlight it.



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- Do you want to cancel the "Non-Image Area Erase" function?
- → Touch [Non-Image Area Erase] again.
- 4 Touch [OK] to restore the Application Screen.
- 5 Enter the desired print quantity, position original, then press [Start].



### Reminder

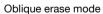
Do not close the document feeder while scanning the original.



#### Detail

The Non-Image Area Erase has two modes; Rectangle erase mode and Oblique erase mode. The machine is initially set to select the either mode appropriate for the original placed on the original glass (AUTO mode). If desired, display the Utility Screen to specify either mode and the original density level manually so that the Non-Image Area Erase functions without fail.



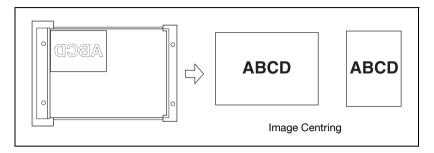




Rectangle erase mode

# 11.17 Copying Image in the Centre of Copy Paper (Image Centring)

Use this function to detect the image area of the original and centre the whole image on the copy paper making it easy to copy small pieces of paper.





#### Note

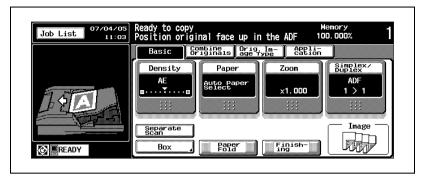
This function may not operate properly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

# To set Image Centring function

- ✓ Non-Image Area Erase is automatically selected. Release it manually when using ADF to scan originals.
- ✓ When using Book Copy with this function, the original smaller than the selected paper size will be printed in the centre of the copy paper without image division performed.
- ✓ Auto Zoom and Auto Paper Select are automatically released, and 1.000 (100 %) is selected as a magnification ratio.
- Copy mode is automatically set to 1-1. When selecting 1-2 mode, Separate Scan mode will function automatically.

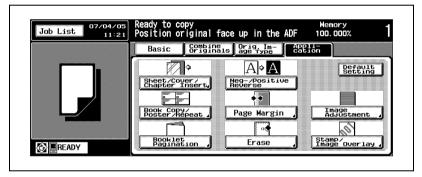
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1 Touch [Application].



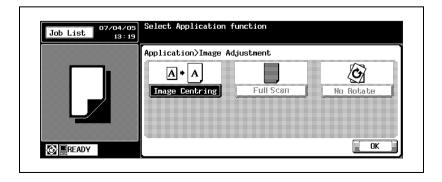
The Application Screen will be displayed.

2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

3 Touch [Image Centring] to highlight it.

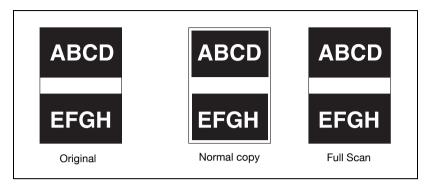


- Do you want to cancel the "Image Centring" function?
- → Touch [Image Centring] again.
- 4 Touch [OK] to restore the Application Screen.
- 5 Select magnification and paper size, as desired.
- 6 Enter the desired print quantity, position original, then press [Start].

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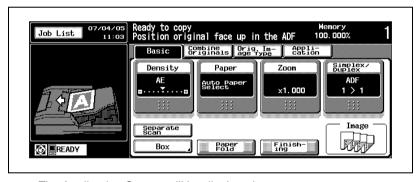
# 11.18 Printing Images Fully to the Edges (Full Scan)

Use this function to make copies printed completely to the edges.



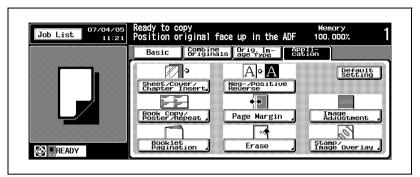
## To set Full Scan function

1 Touch [Application].



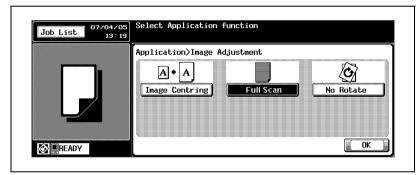
The Application Screen will be displayed.

2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

3 Touch [Full Scan] to highlight it.



- Do you want to cancel the "Full Scan" function?
- → Touch [Full Scan] again.
- 4 Touch [OK] to restore the Application Screen.
- 5 Enter the desired print quantity, position original(s), then press [Start].

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# 11.19 Copying without Image Rotation (No Rotate)

Rotation function allows you to utilize Auto Zoom or Auto Paper Select and copy the original documents onto size A4 or B5, irrespective of the copy paper feeding direction.

The machine is initially set to activate the Rotation function automatically. Follow the procedure below to release/resume this function.

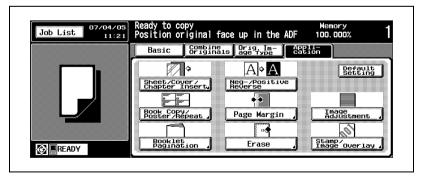
#### To set No Rotate function

- If [Reset] on the control panel is pressed or Auto Reset functions, Rotation function will be activated automatically.
- 1 Touch [Application].



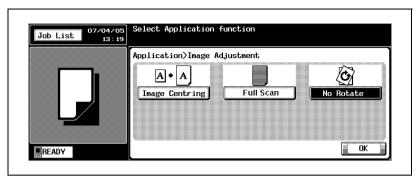
The Application Screen will be displayed.

2 Touch [Image Adjustment].



The Image Adjustment Screen will be displayed.

3 Touch [No Rotate] to highlight it.



When Rotation is released, the Rotation icon at the lower left corner of the screen will disappear to indicate that this function is cancelled.

4 Touch [OK] to restore the Application Screen.



### Detail

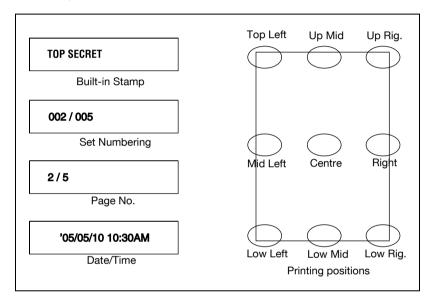
The administrator can set this function to active always, only when Auto Zoom or Auto Paper Select is ativated, or only when Auto Zoom, Auto Paper Select or reduce is activated. For details, refer to "Suspend Interruption" on page 18-189.

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# 11.20 Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)

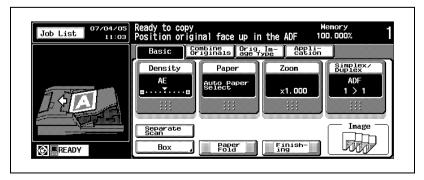
This function allows you to print onto output copies the desired type of stamp, distribution number, page number, and date/time at the location designated on the screen.

The four stamp types and two watermark types (described in the next section) provided on the Stamp/Image Overlay Screen can be used individually or in multiple combinations.



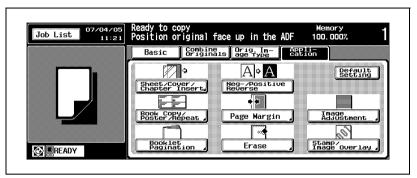
# To set Stamp function

Touch [Application].



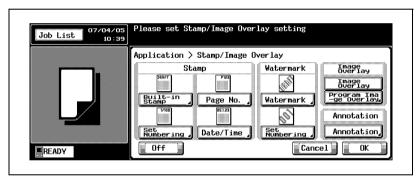
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

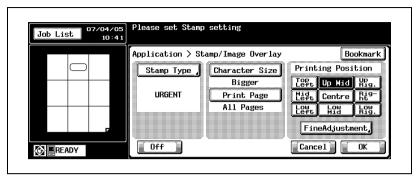
3 Touch to select the desired key in the Stamp area.



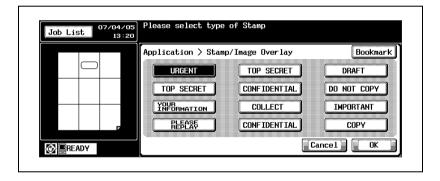
The subsequent screen will be displayed to allow you to specify the selected stamp type.

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4 When selecting [Built-in Stamp]: Specify the stamp type, printing position, character size and print page.

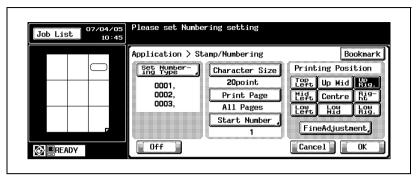


 Touch [Stamp Type], then select the desired stamp type on the subsequent screen. Touch [OK] to restore the previous screen.

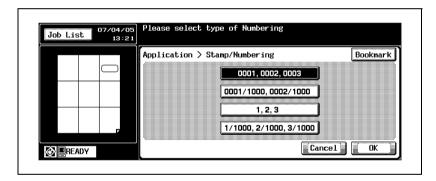


- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See "Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)" on page 11-69 for details.
- Touch [Character Size] to select Bigger or Smaller.
- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.

When selecting [Set Numbering]: Specify the numbering type, printing position, character size, print page and start number.



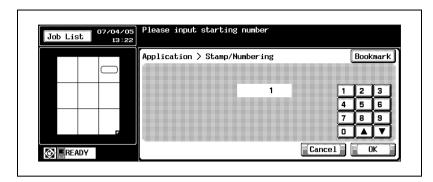
 Touch [Set Numbering Type], then select the desired numbering type on the subsequent screen. Touch [OK] to restore the previous screen.



- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See "Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)" on page 11-69 for details.
- Touch [Character Size] to select 20 point or 36 point.
- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.

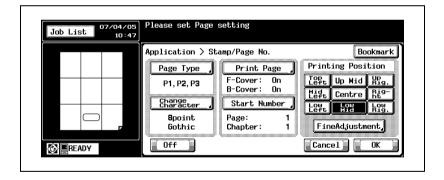
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Touch [Start Number] to designate the starting number, if required.

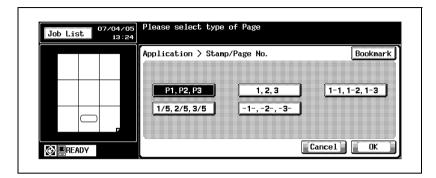


Use the touch panel keypad or up/down arrow key to enter the desired starting number, then touch [OK] to return to the previous screen.

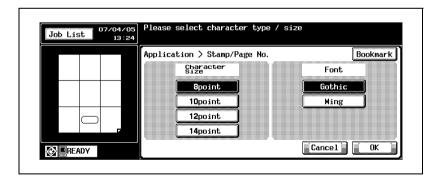
When selecting [Page No.]: Specify the page number type, printing position, character size and type, printed page and start number.



 Touch [Page Type], then select the desired page number type on the subsequent screen. Touch [OK] to return to the previous screen.

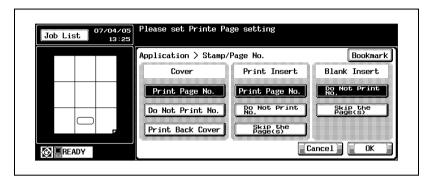


- Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See "Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)" on page 11-69 for details.
- Touch [Change Character] to select the desired character size (8, 10, 12, 14 point) and type (Gothic or Ming) on the subsequent screen. Touch [OK] to complete the setting and return to the previous screen.

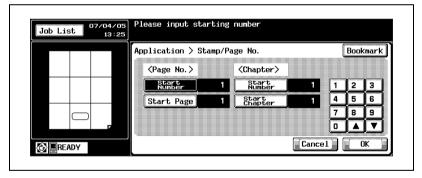


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 If Cover/Print mode and insertions of Insert Sheet function are already specified, touch [Print Page] to designate whether to print the selected stamp on the front/back cover or insertions. Touch [OK] to complete the setting and return to the previous screen.



Touch [Start Number] to designate the starting number, if required.
 If Chapters is already selected on the Application Screen, the chapter start number can also be specified on the Start Number Screen.

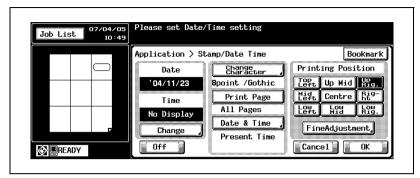


To enter the starting number, touch [Start Number] to highlight it, then use the touch panel keypad or up/down arrow key to enter the desired start number for each.

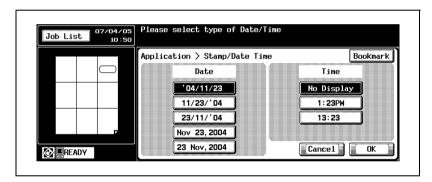
Also touch [Start Page] or [Start Chapter] to highlight it, and enter the desired start page number or chapter number.

Touch [OK] to complete the setting and return to the previous screen.

When selecting [Date/Time]: Specify the date/time type, printing position, character size and type, and print page.



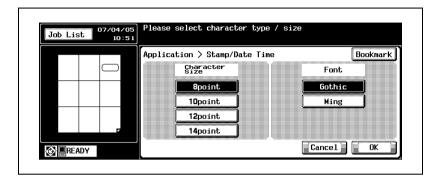
 Touch [Change], then select the desired date and time types on the subsequent screen. Touch [OK] to restore the previous screen.



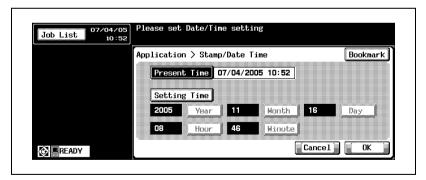
 Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. See "Printing Stamp, Distribution Number, Page Number, Date/Time onto Copies (Stamp)" on page 11-69 for details.

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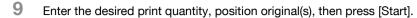
 Touch [Change Character] to select the desired character size (8, 10, 12, 14 point) and type (Gothic or Ming) on the subsequent screen. Touch [OK] to complete the setting and return to the previous screen.



- Touch [Print Page] to designate whether to print the selected stamp on the cover only or on all pages.
- Touch [Date & Time] to change the current date and time to a specific date and time to be printed. Touch [Setting Time], then use the control panel keypad to enter the desired year, month, day, hour, and minute. Touch [OK] to complete the setting and return to the previous screen.



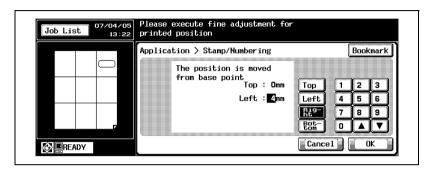
- 8 Touch [OK] repeatedly till the Application Screen is restored.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - To cancel the Stamp function
  - → Touch [Off].





### Detail

When [Fine Adjustment] is touched, the Fine Adjustment Setting Screen will be displayed.



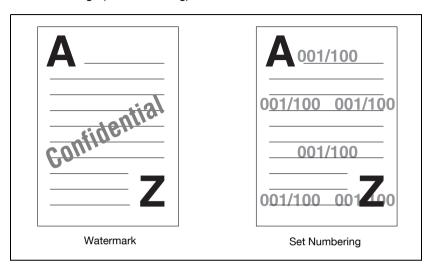
Touch [Top], [Left], [Right], or [Bottom] to specify the direction, then use the touch panel keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm.

Touch [OK] to return to the previous screen.

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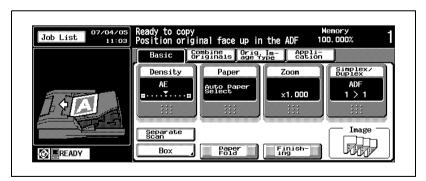
# 11.21 Printing Watermark onto Copies (Watermark)

Use this function to print the desired letter type obliquely in the centre of the page (Watermark), or the numbers in the specified form repeatedly over the scanned image (Set Numbering).



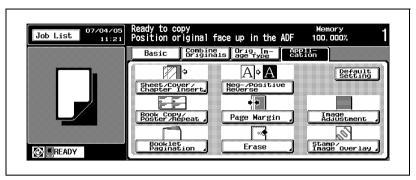
## To set Watermark function

1 Touch [Application].



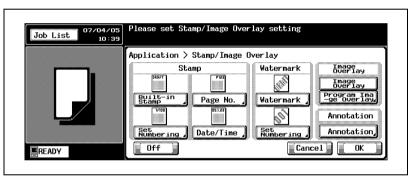
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



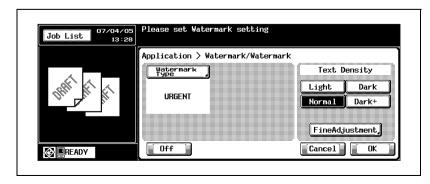
The Stamp/Image Overlay Screen will be displayed.

3 Touch to select the desired key in the Watermark area.



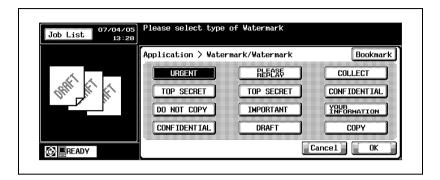
The subsequent screen will be displayed to allow you to specify the selected watermark type.

4 When selecting [Watermark]: Specify the watermark type and density.



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 Touch [Watermark Type], then select the desired watermark type on the subsequent screen.
 Touch [OK] to restore the previous screen.

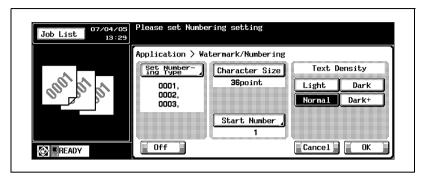


Touch the desired density key in the Text Density area.
 If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen. Touch and highlight the desired direction key, then use the touch panel keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm.

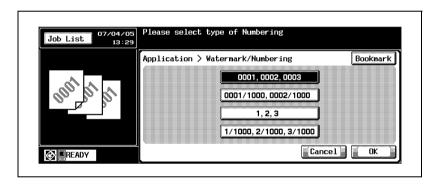
Touch [OK] to return to the previous screen.



5 When selecting [Set Numbering]: Specify the numbering type, density, character size, and start number.

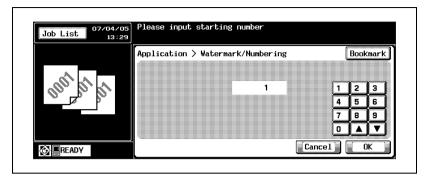


 Touch [Set Numbering Type], then select the desired numbering type on the subsequent screen. Touch [OK] to restore the previous screen.



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- Touch [Character Size] to select 20 point or 36 point.
- Touch the desired density key in the Text Density area.
- Touch [Start Number] to designate the starting number, if required.



Use the touch panel keypad or up/down arrow key to enter the desired starting number, then touch [OK] to return to the previous screen.

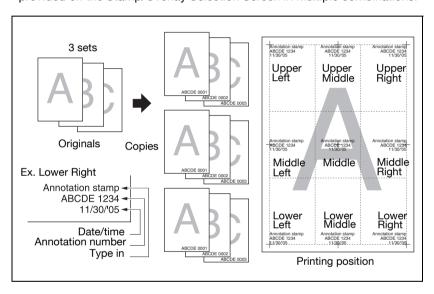
- 6 Touch [OK] repeatedly till the Application Screen is restored.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Watermark function?
  - → Touch [Off].
- 7 Enter the desired print quantity, position original(s), then press [Start].

# 11.22 Printing Words, Date/Time, Annotation Number onto Copies (Annotation)

This function allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen.

The setting previously made for annotation number in the Utility setting can be changed temporarily on the Annotation Screen. (Temporary Number Setting)

Annotation can be used with the four stamp types and two watermark types provided on the Stamp/Overlay Selection Screen in multiple combinations.



#### To set Annotation function

- Up to 40 combinations of words, date/time, and annotation number can be registered. Administrator can change the indicating order of words, date/time and annotation number and select whether to print for each in the Utility mode.
- ✓ The date/time is determined when the machine starts scanning originals, and will be printed according to the type specified on the machine.
- ✓ The annotation number is counted for each scanned original in scanning order, and will continue to the next job even if the machine power is turned off then on. However, the serial count will be suspended if this function is deselected or Temporary Number Setting is specified.
- ✓ Printing position can be selected from 9 positions, and fine adjustment is available within ± 0 to 50 mm both in up/down and right/left directions.

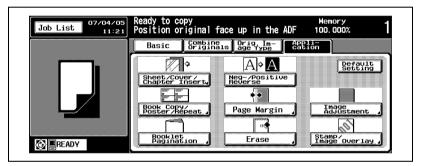
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1 Touch [Application].



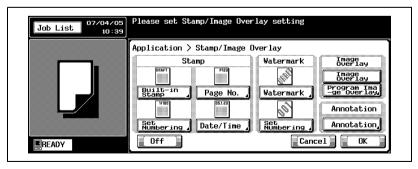
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

3 Touch [Annotation].



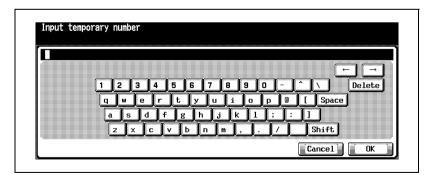
The Annotation Screen will be displayed.

4 Select the desired Annotation type, then specify its printing position.



- Touch [Next] or [Back] to display the desired Annotation setting key on the screen, then touch to highlight it. Up to 40 setting keys are available on the screen.
  - The setting registered on that key will be recalled and on the screen.
- To change the printing position, touch [Printing Position] to display the Printing Position Screen.
  - Touch the desired printing position in the printing position area. If fine adjustment is needed, touch [Fine Adjustment] to display the Fine Adjustment Screen.
- If [Temp. No. Set] key appears on the screen, the annotation number setting has been changed temporarily. See the next step.
- To change the annotation number setting temporarily, touch [Temp. No. Set].

The Temporary Number Setting Screen will be displayed.



 Touch the alphanumerical screen keys to enter the desired number or word. Up to 12 alphanumerical characters can be entered.
 With this setting specified, the entered number or word will be printed on all pages and the annotation number will not be counted in the former setting.

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- If the annotation number setting has not been made for the key selected in step 4, the [Temp. No. Set] key will be dimmed to show inactivity on the screen.
   Touch [OK] to complete the setting and return to the Annotation
- Touch [OK] repeatedly till the Application Screen is restored.
  - Do you want to cancel changes to the settings?
  - → Touch [Cancel].
  - Do you want to cancel the Watermark function?
  - → Touch [Off].

Screen.

7 Enter the desired print quantity, position original(s), then press [Start].



#### Detail

The following settings can be made in Annotation Setting of Utility mode. See "10 Annotation Setting" on page 18-65 for details.

Printing order of words, date/time, and annotation number, print contents, and print combination

Words to type in (up to 40 alphanumerical characters)

Date type (5 types provided)

Time type (3 types provided)

Words to type in before annotation number (up to 20 alphanumerical characters)

Start number of the annotation number

Printing form of the annotation number (2 types provided)

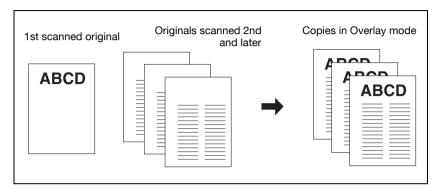
Temporary number (up to 12 alphanumerical characters)

Font type (Gothic/Ming)

Character size (8/10/12/14 point)

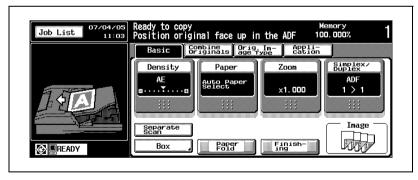
# 11.23 Overlay an Image onto Each Page Copied in the Job (Image Overlay)

Use this function to scan an image, then overlay the image onto each page copied in the job.



#### **Specifications for Image Overlay**

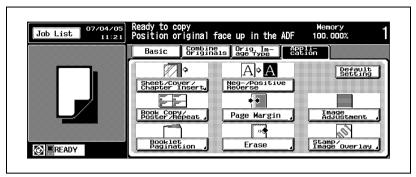
- ✓ Separate Scan mode is automatically selected.
- Auto Zoom and Auto Paper Select are automatically released, and 1.000 (100 %) is selected as a magnification ratio.
- 1 Touch [Application].



The Application Screen will be displayed.

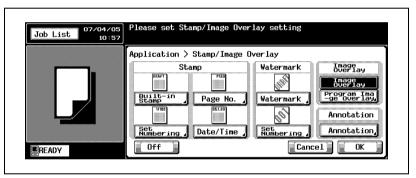
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2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

3 Touch [Image Overlay] to highlight it.



- Do you want to cancel the "Image Overlay" function?
- → Touch [Image Overlay] again.
- 4 Touch [OK] to restore the Application Screen.
- 5 Touch [Basic] to restore the Basic Screen.
- 6 Select the desired paper size and magnification on the Basic Screen.
- 7 Enter the desired print quantity from the control panel keypad.
- 8 Position the overlaying original.
  - Position the original FACE up in the document feeder or FACE DOWN on the original glass.
- 9 Press [Start] to scan.

The original image will be scanned into memory.

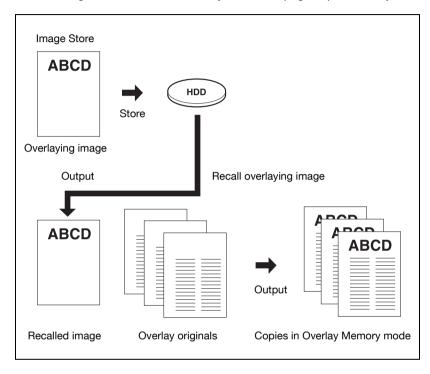
- 10 Position the original(s) to be overlaid.
  - Position the original FACE up in the document feeder or FACE DOWN on the original glass.
- 11 Press [Start] to scan.
- 12 Repeat steps 10 and 11 for all originals.
- 13 Touch [Complete Scan] to exit the Separate Scan mode.
- 14 Press [Start].

The copier will start printing when ready for output.

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# 11.24 Storing Image on HDD / Overlaying Stored Image (Program Image Overlay)

Use this function to scan and store several images on HDD, then recall the desired image from the HDD to overlay onto each page copied in the job.



#### **Specifications for Program Image Overlay**

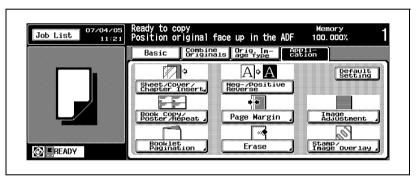
- ✓ Use original glass to scan overlaying image.
- ✓ Separate Scan mode is automatically selected.
- Auto Zoom and Auto Paper Select are automatically released, and 1.000 (100 %) is selected as a magnification ratio.

1 Touch [Application].



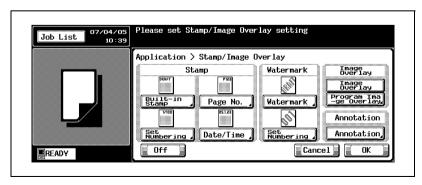
The Application Screen will be displayed.

2 Touch [Stamp/Image Overlay].



The Stamp/Image Overlay Screen will be displayed.

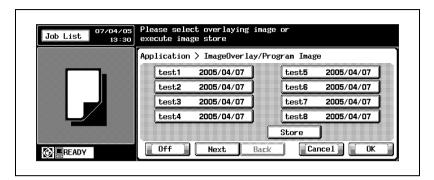
3 Touch [Program Image Overlay].



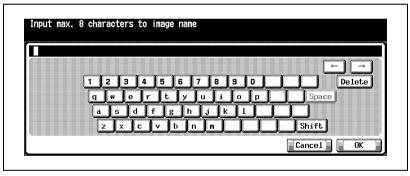
The Overlaying Image Selection Screen will be displayed.

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- Do you want to recall image previously stored?
- → Proceed to step 9.
- 4 Touch [Store] to display the Image Name Entry Screen.



5 Enter the desired image name.



- Use the touch panel keypad to enter the desired name up to 8 characters. The date when you made this entry will be stored automatically.
- To correct an entry, touch [Delete] repeatedly to delete each character, then enter the correct name.
- 6 If the image name is correct, touch [OK].

The Basic Screen to store the overlaying image will be displayed. Select the desired copy conditions.

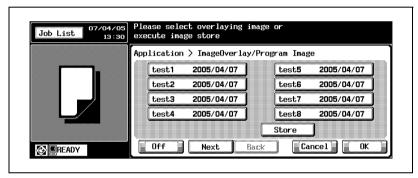
- What if the entered image name has been already used?
- → See Note at the bottom of this section.
- Position the overlaying original on the original glass.

8 Press [Start] to scan.

The Store Image Screen will be displayed.

The machine automatically starts to store the overlaying image data in the HDD. The Overlaying Image Selection Screen will resume when the storing function is completed.

- Do you want to stop scanning?
- → Touch [Cancel].
- Do you want to continue to store the overlaying image data?
- → Return to step 4.
- Select the desired overlaying image data on the screen, then touch [OK].



The Stamp/Image Overlay Screen will be restored.

- 10 Touch [OK] to restore the Application Screen.
- 11 Touch [Basic] to restore the Basic Screen.
  - The Separate Scan mode is automatically selected, and Auto Zoom and Auto Paper Select are released.
     Set the desired copy conditions.
- 12 Position the original(s) to be overlaid.
  - Position the original FACE up in the document feeder or FACE DOWN on the original glass.
- 13 Press [Start] to scan.
- 14 Enter the desired print quantity from the control panel keypad.
- 15 Press [Start].

The copier will start printing when ready for output.

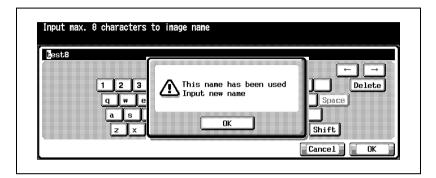
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#### Note

If the popup menu with [OK] key is displayed after entering the image name, the entered name is duplicated.

Touch [OK] to enter a new name.



Administrator can set the machine to display the [Delete] key on the Overlaying Image Selection Screen in order to delete the registered image. Select the image key to be deleted, then touch [Delete].

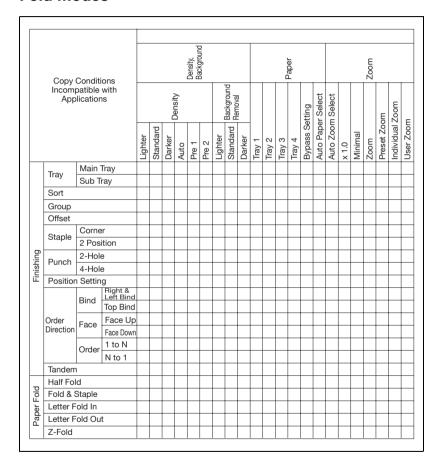


The popup menu with [Yes] and [No] keys will be displayed. Touch [Yes] to delete.

# 12 Finishing / Paper Fold

## 12 Finishing / Paper Fold

# 12.1 Copy Conditions Incompatible with Finishing / Paper Fold Modes





	Ва	sic												Co	mbi	ne (	Origi	inals	3						Qua	ality	
	Simplex/	Duplex		Key	:	Combine	) ) ) ) )	Numbering	Direction							, i	G IG										
1>1	1 > 2	2 > 1	2 > 2	Separate Scan Mode Key	2 in 1	4 in 1	8 in 1	Horizontal	Vertical	Normal	Left	Upside Down	Right	Right & Left Bind	Top Bind	Normal	Mixed Original	Z-Fold	Single Feed	Standard Size	Custom Size	Custom Size (w/Full Area)	Tab Paper	Text/Photo	Dot Matrix	Photo	Text
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	Арр	lication	is	Main Body	Ы	Main Body	PI	Main Body	PI	Chapters	Insert Image	OHP Interleave	Program Job	Neg/Pos Reverse	Book Copy	Size Manual Input	Size Auto Detect	2 Repeat	4 Repeat	8 Repeat	2 Repeat (R-Reverse)	2 Repeat (L-Reverse)	Shift	Reduce & Shift	Image Centring	Full Scan	No Rotate
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	Staple	2 Pos	ition									Χ															
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		Bind	Right & Left Bind Top Bind																								
	Order	_	Face Up																								T
	Direction	Face	Face Down																								T
			1 to N														П										Г
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None: Compatible

x: Grayed out (no response when touched)

N: Selectable but inefficient

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## 12.2 Setting Binding Direction for Duplex Copies

When setting duplex mode (1-2 / 2-2), a binding direction must be selected. It should be set when making top-bound duplex copies (front and back sides have the opposite side up) from right&left-bound simplex or duplex originals (front and back sides have the same side up).

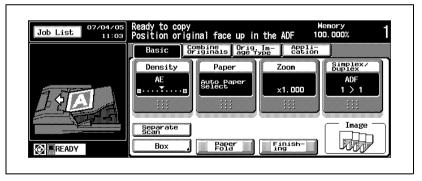


#### Detail

If you want to make right&left-bound duplex copies (front and back sides have the same side up) from top-bound duplex originals (front and back sides have the opposite side up), settings for duplex originals and binding direction are needed. See "Selecting Binding Direction of Originals (Bind)" on page 10-11 for details.

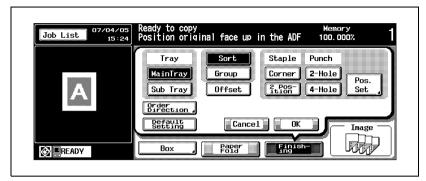
#### To set binding direction for duplex copies

- Top bind for duplex printing functions properly only when duplex mode is selected.
- ✓ If the machine is reset, the binding mode will go back to R&L bind.
- 1 Touch [Finishing] on the Basic Screen.



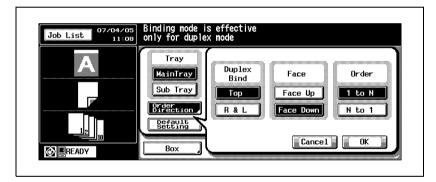
The Finishing setting menu will be displayed.

2 Touch [Order Direction].



The popup menu for setting output styles will appear.

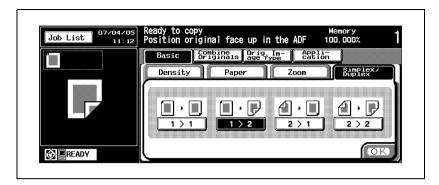
3 Touch [Top] to highlight it.



- 4 Touch [OK].
- 5 Touch [OK] on the Finishing setting menu.

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Touch [Simplex/Duplex] on the Basic Screen, then touch [1-2] or [2-2] to highlight it.



7 Touch [OK].

The Basic Screen will be restored.



#### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

### 12.3 Setting Output Face and Order

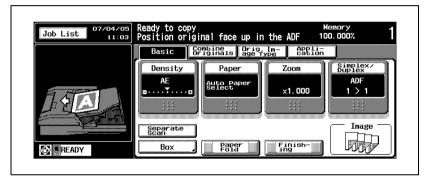
This machine initially delivers printed sheets face down in the same page order as originals (1 to N).

This section describes the function and setting procedure of the following two modes.

- Face Up: Outputs printed side of simplex copies and odd numbered duplex copies upward on the tray.
- N to 1: Outputs copies in reverse order of original pagination.

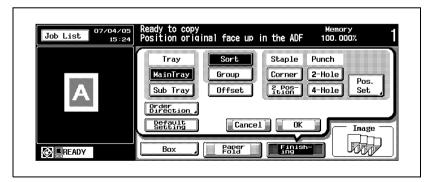
#### To set output face and order

1 Touch [Finishing] on the Basic Screen.



The Finishing setting menu will be displayed.

2 Touch [Order Direction].



The popup menu for setting output styles will appear.

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3 Select the desired output face and order.



- 4 Touch [OK].
- 5 Touch [OK] on the Finishing setting menu.
  The Basic Screen will be restored.



#### Note

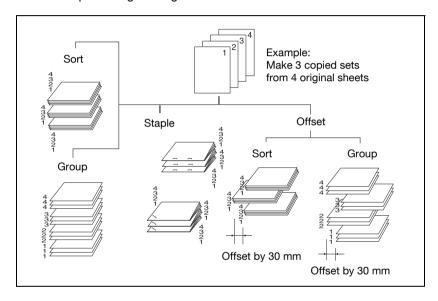
If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

## 12.4 Sorting / Stapling Copies

The FS-509/FS-604 Finisher has a primary (main) tray and a secondary (sub) tray, each of which has the basic output modes as described below.

Output to the primary (main) tray:

- Sort: Outputs multiple copies of the original set.
- Group: Groups together multiple copies of each original.
- Offset: Outputs each sorted/grouped set offset by approx. 30 mm upon exit
- Staple: Staples each sorted/grouped set with one staple at the corner or two staples along the edge.





#### Reminder

If large sized paper (e.g. A3 or 11"×17") or paper specified as "Exclusive K" delivered to the primary (main) tray shows excessive curl, perform the setting described below. (For Finisher FS-604 only)

(1) Take out the paper guide from the guide holder which is located on the rear side of Finisher FS-604, then install it to the primary (main) tray. (2) When copying job is completed, remove the paper guide from the primary (main) tray, and return it to its original position.

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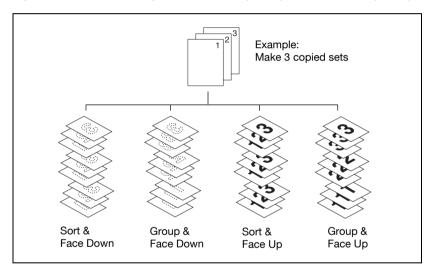
#### Detail

Finisher FS-509 is provided with two types of staple cartridge; 50-sheet-staple cartridge and 100-sheet-staple cartridge. Staple capacity depends on the cartridge type set in the finisher. Be sure to check the cartridge type before making copies.

Output to the secondary (sub) tray:

- Sort: Outputs multiple copies of the original set. No offset output is available
- Group: Groups together multiple copies of each original. No offset output is available.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back (1 to N) or back to front (N to 1).





#### Note

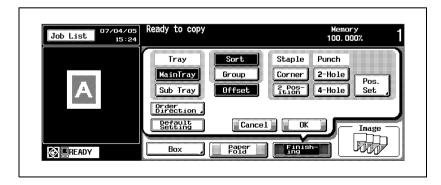
Binding direction, output face, and output order settings are available.

#### To set finishing mode

- A machine with Finisher installed is set to output to the primary (main) tray in Sort mode by default.
- Setting copy conditions restricted to use secondary (sub) tray or Folding mode tray will switch the tray selection automatically.
- Touch [Finishing] on the Basic Screen.
  The Finishing setting menu will be displayed.
- 2 Specify the output tray.
  - Touch [Main Tray] or [Sub Tray] to highlight it.

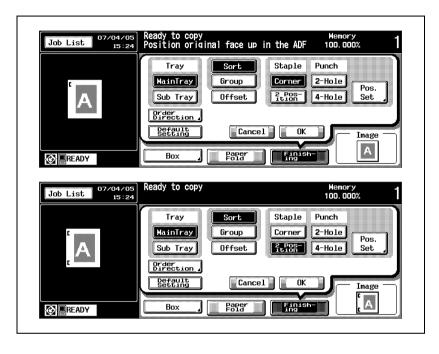


- 3 Select Sort or Group, and set Offset to use offset output.
  - To set Sort mode, touch [Sort] to highlight it.
  - To set Group mode, touch [Group] to highlight it.
  - To use Offset mode in combination with Sort or Group mode, touch [Offset] to highlight it.

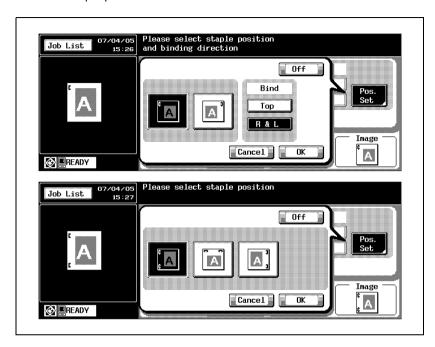


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- 4 Set Staple mode, if desired.
  - Touch [Corner] or [2 Position] to highlight it. The staple position currently selected will be displayed on the left side of the screen.



 To change the staple position, touch [Pos. Set] to select the desired staple position.



- Touch [OK]. The Finishing setting menu will be restored.
- Do you want to restore the previous setting?
- → Touch [Cancel].
- How does the [Off] key function?
- → Touching [Off] will release the Finishing function without cancelling newly specified information.
- 5 Touch [OK] on the Finishing setting menu.

The Basic Screen will be restored.

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#### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

If the Finisher FS-509 is mounted with 100-sheet-staple cartridges and [Stop] is pressed to cease the printing job in Staple mode, the number of printed sheets in the last sorted/grouped set determines to staple or not to staple the unfinished set(s).

50 sheets or less: Unfinished set(s) will not be stapled upon exit. 51 sheets or more: Unfinished set(s) will be stapled upon exit.



#### Reminder

The primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

# 12.5 Making Folded Booklet (Half Fold / Fold&Staple / Trimming)

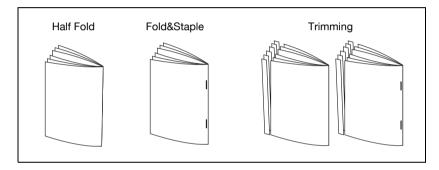
The machine with Finisher FS-604 installed can use Half Fold or Fold&Staple mode to make a folded or folded&stapled booklet in combination with Booklet Pagination feature in Application settings.

Also, Trimming mode is available using Finisher FS-604 with Trimmer unit TU-501 installed to trim the edge that opens folded or folded&stapled booklet.



#### Detail

For specifications of copy paper to be used, see page 3-4.

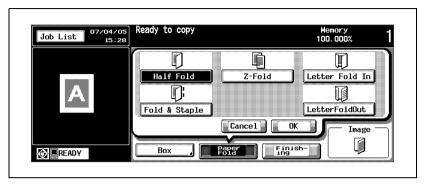


#### To make folded booklet

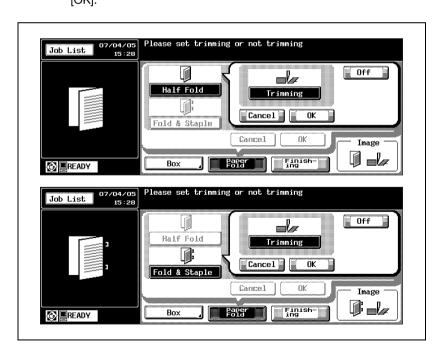
- Use ADF.
- ✔ Paper size: A3, B4, A4R, 11"×17", 8.5"×14", 8.5"×11"R
- ✓ Paper weight: 60 to 90 g/m²
- ✓ Max. number of sheets (80 g/m² paper) in each mode Half Fold (with or without Trimming): 3 sheets Fold&Staple: 20 sheets/ 19 sheets when using thick cover paper Fold&Staple + Trimming: 16 sheets/ 15 sheets when using thick cover paper
- ✓ Folding mode tray capacity: Approx. 100 sheets at maximum Half Fold: 33 sets max. of 3-sheet-folded booklet (33 × 3 = 99 sheets) Fold&Staple: 20 sets max. of 5-sheet-folded booklet (20 × 5 = 100 sheets)
  Fold&Staple: 5 sets max. of 20-sheet-folded booklet (5 × 20 = 100 sheets)
  - Fold&Staple: 5 sets max. of 20-sheet-folded booklet (5  $\times$  20 = 100 sheets)
- ✓ Trimmer unit tray capacity: Approx. 512 sheets at maximum 100 sets max. of 2 to 5-sheet-folded booklet (500 sheets max.) 50 sets max. of 6 to 10-sheet-folded booklet (500 sheets max.) 32 sets max. of 11 to 16-sheet-folded booklet (512 sheets max.)

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- Touch [Paper Fold] on the Basic Screen.
   The Paper Fold setting menu will be displayed.
- 2 Touch [Half Fold] or [Fold&Staple], as desired.



 If the finisher is mounted with Trimmer unit TU-501, the Trimming popup menu will appear.
 Touch [Trimming] to highlight it if this function is desired, then touch [OK].



3 Touch [OK] on the Paper Fold setting menu.

The Basic Screen will be restored.



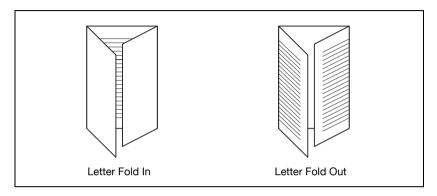
#### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

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# 12.6 Folding Copies in Three (Letter Fold In / Letter Fold Out)

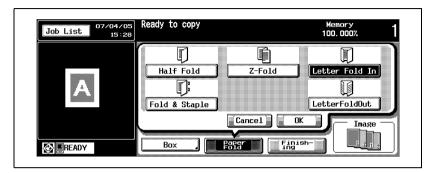
The Finisher FS-604 can fold A4R or 8.5"×11"R copies in three upon exit. Choose to print outside the fold (Letter Fold Out) or inside (Letter Fold In).



#### To fold copies in three

- ✓ Number of folded sheet: Max. 3 sheets
- ✓ Paper size: A4R or 8.5"×11"R
- ✓ Paper weight: 60 to 80 g/m²
- ✔ Printed side: Selectable (inside or outside)
- ✓ Output tray: Folding mode tray
- ✓ The output order will be set to 1 to N automatically.
- Selecting Letter Fold In automatically sets the output face to Face Up, while Letter Fold Out sets to Face Down.

- Touch [Paper Fold] on the Basic Screen.
   The Paper Fold setting menu will be displayed.
- 2 Touch [Letter Fold In] or [Letter Fold Out], as desired.



Touch [OK] on the Paper Fold setting menu.
The Basic Screen will be restored.



#### Note

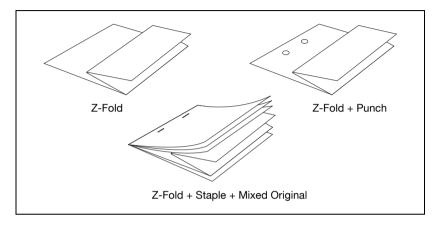
If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

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## 12.7 Output Z-Folded Copies (Z-Fold)

The Finisher FS-509/FS-604 with Z folding unit ZU-601/602 installed can zigzag fold A3 or B4 copy paper upon exit.

This mode is available in combination with Punch or Staple mode.



#### To make Z-folded copies

- ✓ Number of folded sheet: 1 sheet
- ✔ Paper size: A3, B4, 11"×17", 8.5"×14"
- ✓ Paper weight: 60 to 90 g/m²
- ✓ Fold type: Z-fold (double-fold 8.5"×14" only)
- ✓ Fold position (width from the edge to the first fold):

A3: 209 mm or less

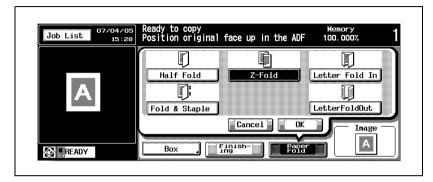
B4: 181 mm or less

11"×17": 215 mm or less

8.5"×14": 261.6 mm or less

- Z-Fold and Staple modes are available in combination for A3 and A4 mixed, while they cannot be used for B4 and B5 mixed.
- When using Mixed Original mode with Z-Fold mode, different types (e.g. A3 and B4) should not be mixed, otherwise the Z-Fold mode may not function properly.
- ✓ Some plain paper types may cause fold line to shift.
- Copy paper cannot be fed from trays specified as Thick 2, OHP, or Tracing in paper type, or specified as any size other than Standard. (Unavailable for the sizes in Original Size Detection, Custom, Wide Size or Tab Paper)

- Touch [Paper Fold] on the Basic Screen.
   The Paper Fold setting menu will be displayed.
- 2 Touch [Z-Fold] to highlight it.



3 Touch [OK] on the Paper Fold setting menu.

The Basic Screen will be restored.



#### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.

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## 12.8 Punching File Holes in Copies (Punch)

The Finisher FS-509/FS-604 with Z folding unit ZU-601/602 or Punch kit PK-504/505 installed can punch file holes in output copies.

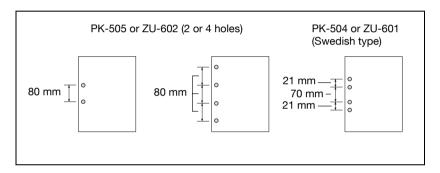
This mode is available in combination with Z-Fold or Staple mode.



#### Reminder

Do not punch special paper type such as OHP transparencies, labels, tracing paper, etc. Otherwise, machine trouble may occur.

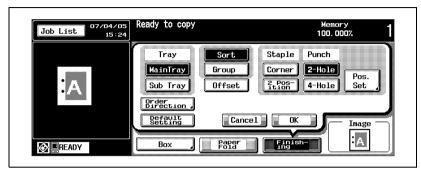
Be sure that the side guide plates of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.



#### To punch file holes in copies

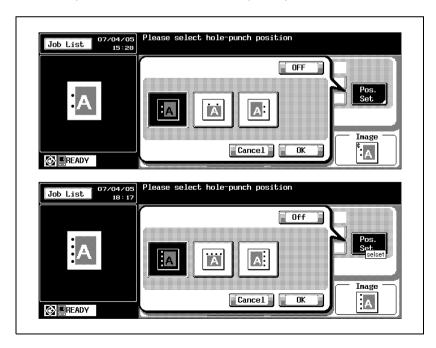
- ✓ Number of holes: 2 or 4
- ✓ Hole diameter: ZU-601/602, PK-504; 6.5 ± 0.5 mm PK-505; 6.5 ± 0.15 mm
- ✓ Hole pitch: 80 ± 0.5 mm (PK-505/ZU-602); 21 ± 0.5 mm/70 ± 0.5 mm/21 ± 0.5 mm (PK-504/ZU-601)
- Paper size: 2 holes; A3, B4, A4, A4R, B5, B5R, A5, A5R, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5", 5.5"×8.5"R 4 holes; A3, B4, A4, B5, 11"×17", 8.5"×11"
- ✓ Paper weight: 61 to 90 g/m² (80 g/m² recommended), Thick paper (91 to 128 g/m² for PK-504/505, 91 to 170 g/m² for ZU-601/602), Thin paper (50 to 60 g/m²)
- If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.
- Special size paper (sizes in Original Size Detection, Custom, Wide Size or Tab Paper) cannot be punched.

- Touch [Finishing] on the Basic Screen.
   The Finishing setting menu will be displayed.
- 2 Touch [2-Hole] or [4-Hole] to highlight it.



The punch position currently selected will be displayed on the left side of the screen.

- 3 Change the punch position, if desired.
  - To change the punch position, touch [Pos. Set] to display the popup menu, then select the desired punch position.



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- Touch [OK] to return to the Finishing setting menu.
- Do you want to restore the previous setting?
- → Touch [Cancel].
- How does the [Off] key function?
- Touching [Off] will release the Finishing function without cancelling newly specified information.
- 4 Touch [OK] on the Finishing setting menu.

The Basic Screen will be restored.



### Note

If no other settings are required, you don't have to touch [OK] to restore the Basic Screen. Position originals, then press [Start] to start the printing job.



### Reminder

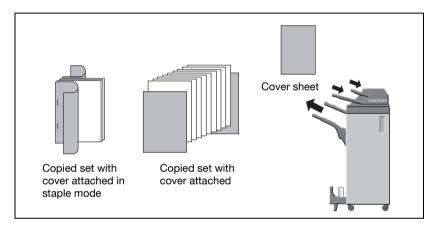
The primary (main) tray gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

# 12.9 Cover Sheet Feeding (Post Inserter)

The Finisher FS-509/FS-604 with Post inserter PI-501 installed can attach cover sheets to output copies.

Using Insert Sheet function, cover sheets loaded in the upper and lower trays of the post inserter will be attached as a front cover and/or back cover or insertion sheet to output copies, and also using Staple mode, a covered and stapled book can be made.

Or, using Cover with Blank Sheet mode of Booklet Pagination and Half Fold/Fold&Staple with Trimming mode, a booklet-type cover will be attached to the multiple page signature booklets.

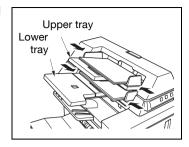


### To attach cover sheet to copies

- Paper size: Upper tray A4, A4R, B5, B5R, A5, 8.5"×11", 8.5"×11"R, 5.5"×8.5"
  Lower tray A3, B4, A4, A4R, B5, B5R, A5, 11"×17", 8.5"×14", 8.5"×11", 8.5"×11"R, 5.5"×8.5"
- ✓ Upper/Lower tray capacity: 200 sheets (200 g/m² paper) or within 30 mm thick each
- ✓ Use ADF.
- ✓ The cover paper size should be the same as copy paper size.
- ✓ Cover paper loaded in the post inserter cannot be copied.

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1 Load cover paper into the upper and lower trays of the post inserter.



Use Insert Sheet or Booklet Pagination function to attach covers to the output copies.

# 12.10 Using Finisher Manually

The Finisher FS-509/FS-604 with Post inserter PI-501 installed can be operated manually, using the operation panel provided on the post inserter.

Place a set of paper into the lower tray. Upper tray cannot be used.

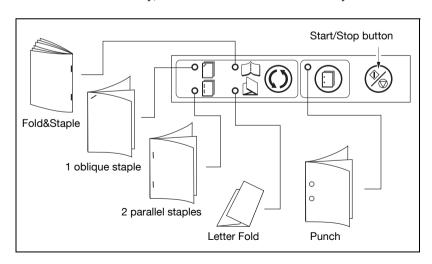
Available finishing modes according to the optional configuration are described below.

- Finisher FS-509 + Post inserter PI-501
- Staple (1 staple / 2 staples)
- Finisher FS-604 + Post inserter PI-501
- Staple (1 staple / 2 staples)
- Fold&Staple
- Letter Fold
- Finisher FS-509 + Post inserter PI-501 + Punch kit PK-504/505
- Staple (1 staple / 2 staples)
- Punch
- Finisher FS-604 + Post inserter PI-501 + Punch kit PK-504/505
- Staple (1 staple / 2 staples)
- Fold&Staple
- Letter Fold
- Punch



### Reminder

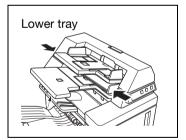
The Z folding unit ZU-601/602 cannot be used for manual punch. To use Punch mode manually, Punch kit PK-504/505 is necessary.



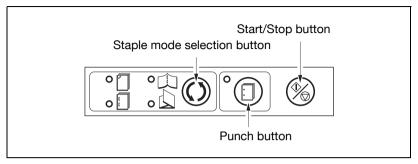
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### To use finisher manually

- Paper should be placed only in the lower tray of the post inserter. Upper tray cannot be used.
- ✓ Staple (1 staple / 2 staples) and Punch can be used in combination.
- ✓ Specifications for Staple (1 staple / 2 staples)
  Paper size: A3, B4, A4, A4R, B5, A5, 11"×17", 8.5"×14", 8.5"×11",
  8.5"×11"R (50 to 200 g/m²)
  Staple capacity: FS-604; 50 sheets or less
  FS.509; 50 sheets or less (A3, 11"×17") / 100 sheets or less (B4 to 8.5"×11"R)
  - Output tray: Primary (main) tray
- ✓ Specifications for Punch Paper size: A3 to A5 (50 to 170 g/m²) Tray capacity: 200 sheets or within 30 mm thick Output tray: Primary (main) tray
- ✓ Specifications for Fold&Staple Paper size: A3, B4, A4R, 11"×17", 8.5"×14", 8.5"×11"R (60 to 200 g/m²) Fold&Staple capacity: 20 sheets or less (80 g/m² paper) / 19 sheets or less (80 g/m² paper) with a thick cover paper Output tray: Folding mode tray
- ✓ Specifications for Letter Fold Paper size: A4R, 8.5"×11"R (60 to 80 g/m²) Fold capacity: 3 sheets or less Output tray: Folding mode tray
- 1 Place a set of paper in the lower tray of the post inserter.
  - Staple (1 staple / 2 staples): Place paper face UP.
  - Punch: Place paper face UP.
  - Fold&Staple: Place the front of the finished set UP.
  - Letter Fold: Place the outside of the fold UP.
  - Align the guide plate with the paper.



Press Staple mode selection button and Punch button to select the desired mode.



- To select Staple (1 staple / 2 staples), Fold&Staple, or Letter Fold, press Staple mode selection button to turn on the desired mode lamp.
- To select Punch, press Punch button to turn on the lamp.
   To use Staple in combination, turn on the desired Staple mode lamp.

To select only the Punch mode, turn off all the other mode lamps.

- 3 Press Start/Stop button.
  - Do you want to stop the output operation?
  - → Press Start/Stop button on the operation panel of post inserter.

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# 12.11 Using Two Copiers in Tandem

Tandem mode enables your primary (master) machine to work in tandem with the secondary (tandem) machine for the purpose of providing faster completion of large copying jobs. Two units working in tandem distribute a job in half the time of non-tandem mode.

The two copiers should be connected in either way described below.

- Connect the two copiers directly using a crossover cable. In this case, other network functions provided to the copier will be unavailable.
- Connect each of the two copiers to the hub in a network using straightthrough cables.

Use the straight-through or crossover cables of Category 5 or of the later standard to connect the machines.

Service setting is required to use the tandem mode. Contact your service representative, if desired.



### Detail

Auto reset may function while tandem mode is selected.

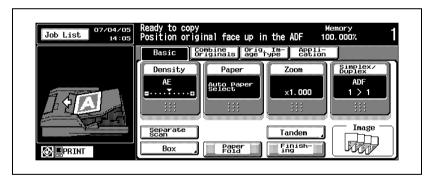
Initially, the tandem mode will be released automatically if Auto reset is activated on the master machine; however, administrator can set the machine to activate the tandem mode as initial setting.

Apply this setting to the master machine only, if desired. Setting on both copiers will deactivate the tandem mode.

To use the User Authentication function on the two copiers in tandem mode, the same user/account authentication is required on both copiers. In this case, copying will be available by entering the user/account password in the master machine only. The password will be transmitted to the tandem machine automatically so as to enable the copying operation. See "3 User Authentication/Account Track" on page 18-76 for details of setting User Authentication function.

### To use two copiers in tandem

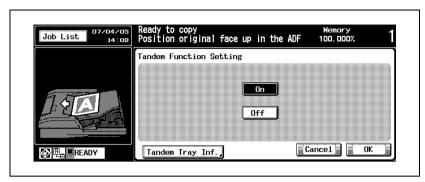
- The combination of the two copiers can be either the two bizhub PRO 920 copiers.
- ✓ Two copiers should have the same optional configuration.
- ✓ The copier with the [Tandem] key highlighted on the Basic Screen will be the master machine, turning both copiers into the tandem mode.
- Select the copying conditions, scan originals, and press [Start] on the master machine to operate both copiers in tandem to complete a job.
- ✓ This machine is provided with an Distribution Recovery mode, which functions when trouble occurs in either the master or tandem machine to allow the trouble-free copier to complete the job.
- ✓ The image data stored in HDD can be output in tandem mode copying.
- ✓ Tandem mode is unavailable if Enhance Security mode is activated.
- 1 Turn power on the two copiers.
  - Confirm that both copiers are ready to copy with the Basic Screen displayed.
- 2 Touch [Tandem] on the Basic Screen of either copier.



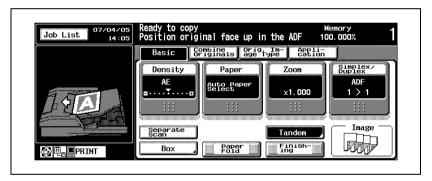
The Tandem Function Setting Screen will be displayed.

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Touch [On] to highlight it, then touch [OK].

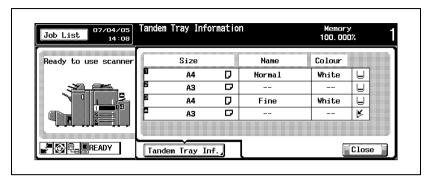


The copier with this setting turned on will become the master machine; the other copier will function as the tandem machine. The
Master icon displays on the Basic Screen of the master machine to
indicate that the two units are ready to work in tandem mode.

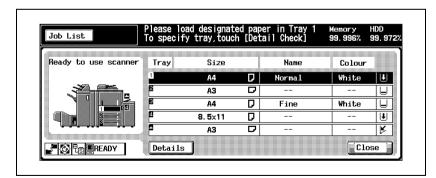


- 4 Select the desired copying conditions on the master machine.
  - Ordinary copying operation is still available on the tandem machine during the tandem mode setting.
  - Corresponding tray sizes on the master and tandem machines should be the same when using multiple trays for a single job.

 Touch [Tandem Tray Inf.] to check the tray information of the other machine working in tandem.



- 5 Enter print quantity on the master machine, using the keypad.
  - When a print quantity amount of 100 is entered, the master and tandem machines will each copy and output 50 sets.
- Position original(s) FACE UP in the document feeder or FACE DOWN on the original glass of the master machine.
- 7 Press [Start] on the control panel of the master machine.
  - The Sub icon will display on the Machine Status Screen of the tandem machine to indicate that the two copiers will start working in tandem.



 The tandem mode will be released automatically when the tandem mode copying is completed, and the Master and Sub icons will disappear.

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### Note

# Entering reserve job during Tandem mode

If scanning of the next reserved job is performed during the tandem mode copying, that job will also be performed in the tandem mode. Up to 100 jobs including the present job can be reserved.

# Interrupt mode during Tandem mode copying

Interrupt copying is available only on the copier with [Interrupt] pressed. The tandem mode copying on the copier in interrupt mode will be suspended until the interrupt copying is completed.



### Note

### Tandem mode and Power Save functions

If the tandem mode is selected while the tandem machine is in Auto low power mode, the power saving mode will be released automatically.

The tandem mode will not be selected when the tandem machine is turned off by Auto shut-off. Release the Auto shut-off mode by pressing [Power Save].

If Auto low power is activated on the tandem machine during the tandem job setting, the power saving mode will be released automatically when printing job starts.

If Auto shut-off is activated on the tandem machine during the tandem job setting, the tandem mode will be released automatically.

Selected tandem mode will be released automatically when the master machine activates Auto low power/Auto shut-off.

Press [Power Save] to release Auto shut-off if required, then select the tandem mode again to restart the procedure.



### Reminder

The tandem mode cannot be selected/continued in the cases shown below. The message "Please wait/ Reserve is not available in Tandem machine," "Tandem machine error/ Please check tandem machine," or "Please check tandem machine" will be displayed, as required.

The tandem mode cannot be selected while the tandem machine is in the off state, due to Auto shut-off. Press [Power Save] to release it.

Selected tandem mode will be released automatically when the tandem machine activates Auto shut-off. Press [Power Save] to release it, then select the tandem mode again to restart the procedure.

When any problem occurs in the tandem machine, such as a paper misfeed or lack of paper, the tandem machine will be unavailable for printing; however, the problem will not cause tandem mode to be released. Take the appropriate troubleshooting measures to be ready for copying.

Tandem printing job cannot be started if 100 reserve jobs (not in tandem mode) are entered on the tandem machine. Wait until the reserve jobs are completed on the tandem machine.

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## To Stop Scanning/Printing

# To cancel the tandem copying job

1 Press [Stop] on the control panel of the master machine.



The scanning/printing job stops immediately, and the popup menu appears on the Basic Screen of the master machine to ask you whether to continue or terminate the job. At this time, the tandem mode is not vet released.

2 Touch [Stop Job] to delete all the scanned data and to release the tandem mode.

However, if the data transmission has already been completed, the tandem job on the tandem machine has to be cancelled separately. Touch [Job List] on the touch panel of the tandem machine to display the Job List Screen, then delete the tandem job.

To stop the job cancelling procedure, touch [Continue] on the popup menu.

### To cancel the job on the tandem machine only

1 Press [Stop] on the control panel of the tandem machine.

The tandem machine stops the current operation immediately, and the popup menu appears on the Basic Screen of the tandem machine to ask you whether to continue or cease the operation. At this time, the tandem mode is not yet released.

2 Touch [Continue] to go on, or [Stop Job] to delete all the data transmitted from the master machine and to release the tandem mode.

The master machine will take over the remaining print quantity and complete the job.



### Note

If temporary suspension in the tandem machine takes a long time, the Distribution recovery mode will activate, enabling the master machine to handle the remaining print quantity.

Once the Distribution recovery mode is activated and the master machine is already handling the remaining print quantity, the tandem machine cannot continue with the tandem printing job, even when [Continue] is touched.

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### **Troubleshooting**

### Copying with the Distribution recovery mode

The Distribution recovery mode enables you to complete your copying job even when trouble occurs in either the master or tandem machine, such as a paper jam. In that case, the copier that is trouble free completes the job.



### Detail

This function can be deactivated in Tandem Setting of Utility mode. For details, refer to "5 Tandem Setting>5 Distribution Recovery" on page 17-52.

# When a paper jam, SC-code (E-code, F-code) trouble or unloaded paper occurs on either the master or tandem machine

The machine that is trouble free handles the remaining print quantity and completes the job.

When the job is completed, take the appropriate troubleshooting measures to correct the problem.

# When memory overflow occurs on either the master or tandem machine

On the master machine:

The scanning job will stop immediately, and the tandem copying job will be suspended on both copiers. At this time, the tandem mode is not released. Take the same measure to be applied for single copier referring to "If Memory Full Message Is Displayed (Memory Overflow)" on page 5-11.

### On the tandem machine:

The tandem machine will start the tandem copying job when the memory becomes available after completing some reserve jobs. In this case, the Distribution recovery mode functions to continue the tandem printing job on the master machine until the tandem machine becomes available for the job. If the memory of the tandem machine does not become available despite the elapse of time, the tandem mode will be released on the tandem machine, and the Distribution recovery mode functions to complete the job on the master machine.

### When the power is turned off on either the master or tandem machine

The tandem mode will be released automatically in either case. Restart the procedure from the first step.

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# 13 Job Management

# 13 Job Management

# 13.1 Overview of Job List Screen

The Job List Screen allows you to check/operate the following items.

- Reserve
- Output History
- Send History
- Incomplete
- Suspended (The letters on the key turn red if any suspended job remains.)
- Spool



### Note

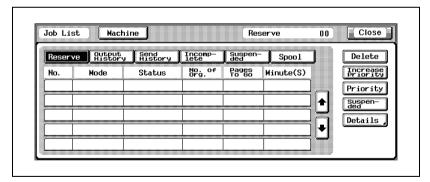
The jobs referred here include printer jobs and scanner jobs.

Follow the procedure below to display the Job List Screen.

# To display Job List Screen

1 Touch [Job List] on the Basic Screen.

The Job List Screen will be displayed.



Touch the desired key on the screen.See the following pages for details of each subsequent screen.

3 Touch [Close] to exit the Job List Screen.

# 13.2 Job Operation on Job List Screen

This section describes how to check/operate the jobs on the Job List Screen.

### To Check/Control Reserved Jobs

Use this function to display all the reserve jobs as a list.

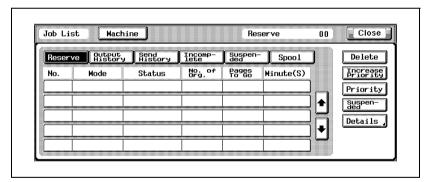
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Status: Printing or Reserved (current status of the job)
- No. of Org.: Max. 4-digit page count
- Pages To Go: Max. 5-digit pages to be output (sheets x sets = pages to go)
- Minute(s): Time required for completing each job (minute)

Follow the procedure below to check the settings, change the output order, and suspend/delete/stop reserved jobs.

### Job operation for reserved jobs

1 Touch [Reserve] on the Job List Screen.



- Check the status of the reserved jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.

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# Select the desired job, then select the job operation.

data of the selected job will be cleared

will be displayed for information.

- To clear reserve job:
   Touch to highlight the desired reserve job key, then touch [Delete].
   Touch [Yes] on the popup menu to clear the selected job. All the
- To specify the next job to be printed:
   Touch to highlight the desired reserve job key, then touch [Increase Priority]. The highlighted reserve job will be moved just under the current print job.
  - This will not function if printing operation has already been started for the selected job.
- To change the order of jobs:
   Touch to highlight the desired reserve job key, then touch [Priority].
   The highlighted job will be advanced by one in printing order unless the job preceding the selected one is already in progress.
   If printing order cannot be changed for the selected job, a message
- To suspend reserve job:
   Touch to highlight the desired reserve job key, then touch [Suspended]. Printing operation for the selected job will be suspended and kept stored in memory.

   In this case, "Suspended" will be displayed in the Status area of the
  - suspended job key to prompt you that a suspended job remains in the machine. Touch the job key to resume printing operation. See "To Check/Operate Suspended Jobs" on page 13-9 for details.
- To check the settings of reserve job:
   Touch to highlight the desired reserve job key, then touch [Details].
   Check the settings of the selected job on the screen. Touch [Close] to return to the Job List Screen.

### **Displaying Output History**

Use this function to display output history as a list.

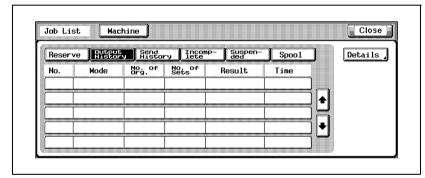
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- No. of Org.: Max. 5-digit page count
- No. of Sets: Max. 4-digit set count
- Result: Complete or Cancel
- Time: Time when output operation was executed

Follow the procedure below to check the settings of output jobs.

### To display output history

1 Touch [Output History] on the Job List Screen.



- Check the status of the output jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.
- 2 Touch the desired job key, then touch [Details].
  - Detailed settings of the selected job will be displayed. Touch
     [Close] to return to the previous screen.

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### **Displaying Send History**

Use this function to display the send history as a list.

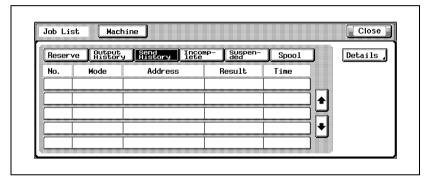
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: E-Mail / FTP / SMB / HDD
- Address: Address to which the data was transmitted
- Result: Complete or Cancel
- Time: Time when data transmission was executed

Follow the procedure below to check the settings of transmitted jobs.

# To display send history

1 Touch [Send History] on the Job List Screen.



- Check the status of the transmitted jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.
- 2 Touch the desired job key, then touch [Details].
  - Detailed settings of the selected job will be displayed. Touch [Close] to return to the previous screen.

### **Checking Incomplete Jobs**

Use this function to display incomplete jobs as a list.

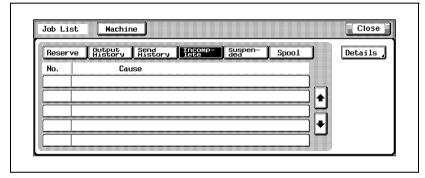
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Cause: Memory Full, Cancel, etc.(cause for which the job was not completed)

Follow the procedure below to check the settings of incomplete jobs.

# To check incomplete jobs

1 Touch [Incomplete] on the Job List Screen.



- Check the status of the incomplete jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.
- 2 Touch the desired job key, then touch [Details].
  - Detailed settings of the selected job will be displayed. Touch [Close] to return to the previous screen.

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### To Check/Operate Suspended Jobs

Use this function to display all suspended jobs as a list.

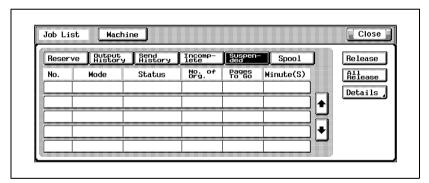
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Status: Suspended or Printing (current status of the job)
- No. of Org.: Max. 5-digit page count
- Pages To Go: Max. 4-digit pages to be output (Sheets x Sets = Pages To Go)
- Minute(s): Time required for completing each job (minute)

Follow the procedure below to check the settings of each job and release/collectively release the suspended jobs.

### Job operation for suspended jobs

Touch [Suspended] on the Job List Screen.
"Suspended" will be displayed in the Status area of the suspended job key to prompt you that a suspended job remains in the machine.



- Check the status of the suspended jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.

- 2 Select the desired job, then select the job operation.
  - To output suspended job:
     Touch to highlight the desired job key, then touch [Release].

     The selected job will be output according to the current printing order.
  - To output all suspended jobs:
     Touch [All Release].
     All suspended jobs will be output according to the current printing
  - To check the settings of suspended job:
     Touch to highlight the desired reserve job key, then touch [Details].
     Check the settings of the selected job on the screen. Touch [Close] to return to the Job List Screen.

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### To Check/Control Spool Jobs

Use this function to display spool jobs as a list.

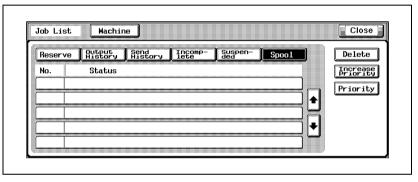
The list includes following information.

- No.: Consecutive numbers of both copy and print jobs
- Mode: Wait for RIP or Receiving (current status of the spool job)

Follow the procedure below to change the output order or delete the spool jobs.

# Job operation for spool jobs

1 Touch [Spool] on the Job List Screen.



- Check the status of the spool jobs.
- Touch the lower arrow key to scroll, if 6 or more jobs are entered.
- 2 Select the desired job, then select the job operation.
  - To clear spool job:
     Touch to highlight the desired job key, then touch [Delete].
     Touch [Yes] on the popup menu to clear the selected job. All the
    - data of the selected job will be cleared.
    - To specify the next job to be printed:
      Touch to highlight the desired job key, then touch [Increase Priority]. The highlighted job will be moved just under the current print job.
      - This will not function if printing operation has already been started for the selected job.
  - To change the order of jobs:
    - Touch to highlight the desired job key, then touch [Priority]. The highlighted job will be advanced by one in printing order unless the job preceding the selected one is already in progress.
    - If printing order cannot be changed for the selected job, a message will be displayed for information.

# 14 Advanced Information

# 14 Advanced Information

# 14.1 Checking Feature Selections by Proof Copying

Use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the copying selections.

### To make a proof copy

- ✓ Proof copy is available when using ADF, or when using Separate Scan mode for multiple originals or originals to be scanned from original glass.
- Select the desired copy conditions from the various setting screens, then position originals in the ADF.

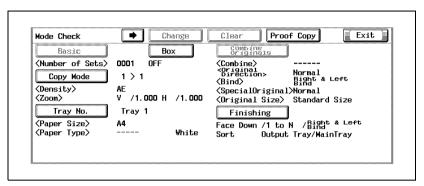
  If Separate Scan mode has been used to scan all the originals into memory, touch [Separate Scan] to exit the Separate Scan mode when scanning is completed.
- Press [Proof Copy] on the control panel.

A sample copy will be output while scanning originals in the ADF. If Separate Scan mode has been used, a sample set will be delivered immediately.

The screen for checking the job settings will be displayed.



3 Check the settings made for the current job.



- Do you want to change the settings?
- → See "Checking Feature Selections Before Copying (Check Mode)" on page 14-5 for details.
- 4 Press [Start].

The machine will start printing.

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# 14.2 Checking Feature Selections Before Copying (Check Mode)

Display the Check Screen to check the feature selections you made, and use Proof copy to make a sample copy if needed, before making multiple copies. This is a convenient and cost effective way of viewing the results of the copying selections.



### Reminder

Do not press [Stop] or [Reset] to change the setting, or all the settings will restore the initial condition.

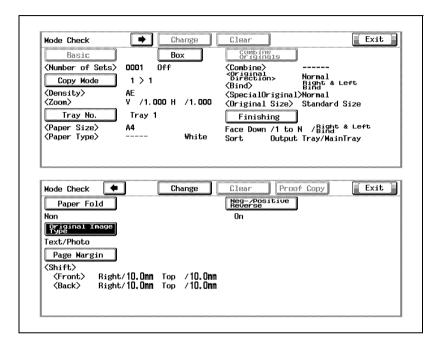
### To use Check mode

- Proof copy is available when using ADF, or when using Separate Scan mode for multiple originals or originals to be scanned from original glass.
- ✓ The following application functions can be released by touching [Clear]: Program Job, Non-Image Area Erase, Neg. Pos. Reverse, Image Centring, Full Scan, Overlay.
- 1 Select the desired copy conditions from the various setting screens.
- Press [Mode Check] on the control panel.

The Check Screen will be displayed.



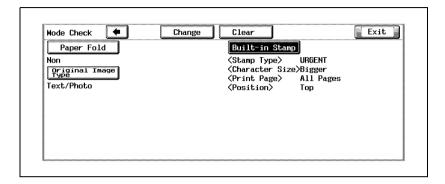
- 3 Check the job settings on the screen.
  - Touch the arrow keys to scroll pages.
     If Bookmark has been checked on any subsequent screen of Application function, the Check Screen for that function will be displayed first.



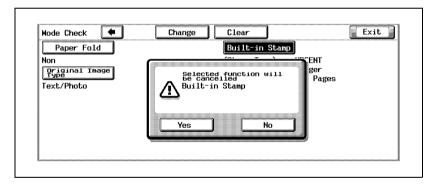
- To make any setting change from the Check Screen, proceed to the next step.
- To release any application function from the Check Screen, proceed to step 5.
- If a sample copy is needed, proceed to step 6.
- If settings are OK, proceed to step 8.
- 4 Change the settings from the Check Screen.
  - Touch the desired key (Basic/ Combine Originals/ Finishing/ Paper Fold/ Org. Image Type/ each application function) on the Check Screen to highlight it, then touch [Change]. The touch panel will display an appropriate screen to change the copying condition selected.
  - Change the setting as desired, then press [Check] to restore the Check Screen to return to the checking steps.
  - If making a set or sample copy, proceed to step 6.
  - To start printing without proofcopying, proceed to step 8.

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- 5 Release application functions.
  - Touch the desired application function key on the Check Screen to highlight it, then touch [Clear]. The confirmation screen will appear on the Check Screen.



- Touch [Yes] to cancel the function, or [No] to restore.



- If making a set or sample copy, proceed to the next step.
- To start printing without proofcopying, proceed to step 8.

- 6 Make a sample copy.
  - Position originals in the ADF. Or, use Separate Scan mode to scan all originals.
    - Press [Proof Copy] on the control panel or touch [Proof Copy] on the Check Screen. A sample copy will be output.
  - Press [Stop] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
  - If any setting change is required, return to step 4, then repeat proof copying, as required. However, you cannot change or release selections that appeared dimmed after proof copying.
  - If the copy result is satisfactory, touch [Close] on the Check Screen to return to the Basic Screen, then proceed to the next step.
- 7 Change the print quantity, as required.
- 8 Position originals, then press [Start].

If proof copying has been made, the machine will simply start printing without scanning originals.



### Note

If the desired selection cannot be changed, press [Stop] to delete all the data in memory, then press [Reset] to restart the job setting.

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# 14.3 Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the previous job restore automatically and the Basic Screen displays.

# To use Interrupt mode

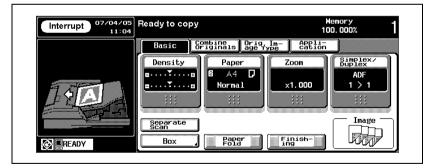
- The Interrupt mode cannot be selected with the following conditions: Machine is not operating printing or scanning job. Program Image Overlay is in use. The Call for Service message displays or a paper misfeed occurs. Already using Interrupt mode.
- ✔ Reserve job cannot be operated in Interrupt mode.
- ✓ Low Power or Sleep will not function during Interrupt mode.
  - Press [Interrupt] on the control panel.

    The Interrupt LED starts flashing, then keeps lighted when machine is ready for Interrupt mode.

    The Basic Screen for Interrupt copy-

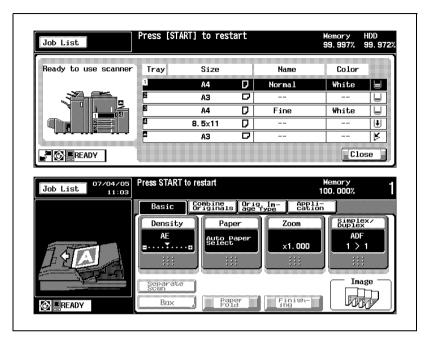
ing will be displayed.





- 2 Set copy conditions, as desired.
  - All copy conditions except Reserve mode can be specified.
- Position original(s), then press [Start] to start the interrupt copying.
- 4 When Interrupt copying is completed, press [Interrupt] again.

The [Interrupt] LED turns out and the Machine Status Screen will be displayed.



5 Press [Start] to resume copying.



# Note

To check settings for the previous job before restarting, touch [Close] on the Machine Status Screen to display the Basic Screen. Check the settings, then press [Start] to resume copying.

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# 14.4 Storing and Recalling Job Conditions (Mode Memory)

Use Mode Memory to store up to 30 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

# **Storing Job Conditions**

Follow the procedure below to store the copy job setting.

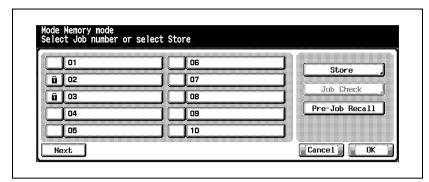
# To store job conditions

- Available settings: Basic, Combine Originals, Original Image Type, Application, Finishing, Paper Fold, print quantity
- ✔ Check Screen allows you to view the settings before storing.
- ✓ Stored job is given a job number (01 ~ 30) and alphabetical name (dispensable).
- ✓ Up to 30 jobs can be stored.
- ✓ Locked job cannot be given any change till released by the administrator.
- Make the desired job selections from various setting menu.
- Press [Mode Memory] on the control panel.

The Mode Memory Screen will be displayed.

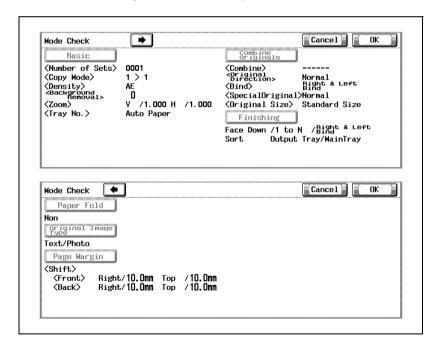


3 Touch [Store].



The Check Screen will be displayed.

- 4 Review the settings to be stored.
  - Touch the right and left arrow keys to scroll.

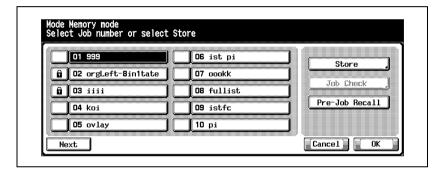


5 Touch [OK] on the Check Screen.

The Job Store Screen will be displayed.

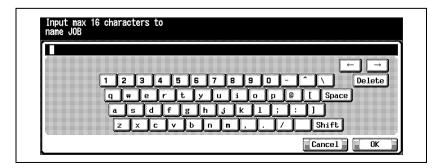
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- Do you want to correct the job settings?
- → Touch [Cancel] on the Check Screen to return to the Basic Screen. Make setting change, then restart the operation from step 2.
- 6 Select the desired job key.
  - The job keys numbered from 01 to 10 are displayed on the screen.
  - Touching [Next] will display the keys from 11 to 20, and 21 to 30.
     Touch [Next] or [Back] to display the desired key.
  - A blank keys without name or lock icon (☐) indicate that no job is stored under that key, and a named job without a lock icon (☐) displayed can be overwritten.
  - The key with a lock icon ( ) displayed is locked and cannot be selected.



Touch [OK] to proceed to the Name Input Screen.

- 7 Enter a job name.
  - Enter a job name in up to 16 characters, using the touch panel keypad.
  - Use right and left arrow keys to move the cursor, and use [Shift] to enter upper case letters or symbols.



8 Touch [OK].

The Mode Memory Screen will be restored. Check that the job name has been correctly entered.

If you do not wish to enter a name, simply touch [OK]. The key displays 16 asterisks (\*) in place of a name.

- 9 Touch [OK] to complete the setting and return to the Basic Screen.
  - Do you want to cancel this operation?
  - → Touch [Cancel].

# **Recalling Stored Job Settings**

Follow the procedure below to recall jobs that are already stored.

# To recall stored job settings

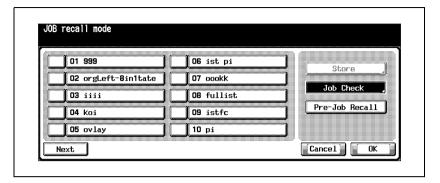
- ✓ Check Screen allows you to view the stored settings before recalling.
- ✓ The Mode Memory Screen can be displayed only from the Basic Screen. If any other screen such as Machine Status Screen is displayed, pressing [Mode Memory] will be ignored.
- ✓ The recalled settings can be altered on the screen.
- Display the Basic Screen, then press [Mode Memory] on the control panel. The Mode Memory Screen will be displayed.



- 2 Touch a job key to select a job you want to recall.
  - The job keys numbered from 01 to 10 are displayed on the screen.

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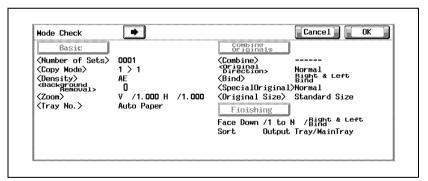
Touching [Next] will display the keys from 11 to 20, and 21 to 30.
 Touch [Next] or [Back] to display the desired key.



3 Touch [Job Check].

The Check Screen displays to allow you to review the settings.

- Do you want to start copying without reviewing the settings?
- → Touch [OK] instead of Job Check. Proceed to step 6.
- 4 Review the job settings.



- Do you want to select another job?
- → Touch [Cancel].
- 5 Touch [OK] on the Check Screen.

The settings of the selected job will be recalled on the restored Basic Screen.

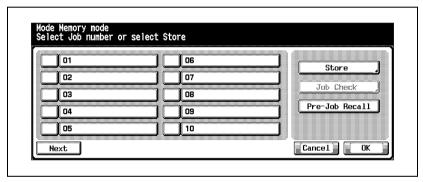
6 Position original(s), then press [Start] to print.

# **Recalling Previous Job Settings**

Follow the procedure below to copy with a previous job settings.

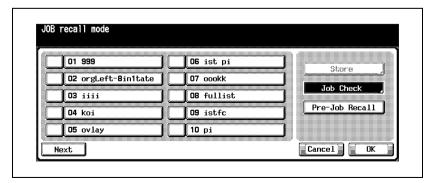
# To recall previous job settings

- Only the last-completed output job settings can be recalled as the previous job settings. Non-completed job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- The previous job settings can be recalled even after the machine power is turned off then on.
- Press [Mode Memory] on the control panel.
   The Mode Memory Screen will be displayed.
- 2 Touch [Pre-Job Recall].



The [Job Check] key will appear on the screen.

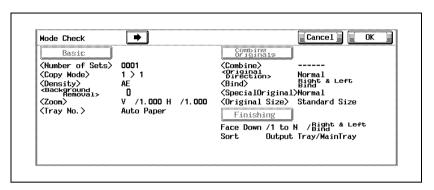
3 Touch [Job Check] to review the settings.



The Check Screen will be displayed.

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4 Check the settings of the previous job on the screen.



5 Touch [OK].

The settings of the previous output job will be recalled on the Basic Screen.

- Do you want to cancel this operation?
- → Touch [Cancel].
- 6 Position original(s), then press [Start].

# 14.5 Displaying Screen for Operation Guide (Help Mode)

The Help Screen provides you with the information about copy job setting procedure, toner and paper supply, and control panel and touch panel key operation.

Help Screen comprises the following menu items.

- Copier Basic provides information on function and operation of the keys on Basic Screen.
- Copier Appli. provides information on function and operation of the keys on Application Screen.
- Scan/Box provides information on function and operation to perform when [Scan] or [Box] key on the control panel is pressed.
- Job List provides information on function and operation of the keys on Job List Screen.
- Parts Exchange provides information on adding toner, loading paper, adding staples, and emptying waste basket.
- Hard keys provides information on function and operation of the keys on the control panel, except [Scan] and [Box].
- Others provides the name and extension number of the administrator registered in the Utility setting.



#### Note

Copier Basic, Copier Appli, Scan/Box, and Job List information can also be displayed from each screen by pressing [Help] on the control panel.

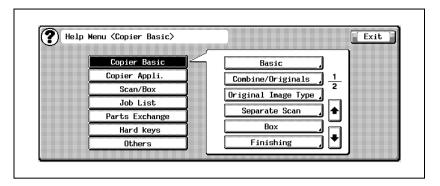
# To display Help Screen

Press [Help] on the control panel.
The Help Screen will be displayed.

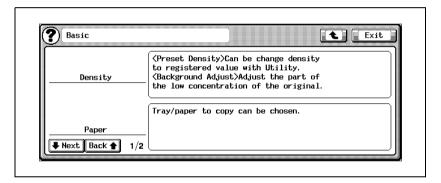


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2 Touch the desired menu key to display specific information.



3 Touch upper/lower arrow key to scroll, if provided.



4 Touch [Exit].

The Basic Screen will be restored.

# 14.6 Adjusting Response Time of Touch Keys (Accessibility)

This machine can sets the desired interval between touching the screen key and machine response in advance.

Pressing the [Accessibility] key on the control panel will select this interval, so that the machine will respond to the touch key operation only when the key is kept touched for a specified period of time. This function is convenient for physically handicapped users who have difficulty in touching keys with accuracy.



#### Detail

For details on how to set the desired response time, refer to "6 Key Response Time" on page 17-19.

#### To adjust response time

- Response time can be selected from Normal/ 0.5 second/ 1 second/ 2 seconds/ 3 seconds.
- If Normal is selected as response time, pressing [Accessibility] will not make any change in the touch key operation.
- 1 Press [Accessibility] on the control panel.

The Accessibility LED lights in green to indicate that the specified response time is set on the machine.



2 To deactivated this function, press [Accessibility] for one second or longer.

The Accessibility LED goes off, and normal response time will be restored in touch key operation.

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# 14.7 Adjusting Touch Panel Contrast (Contrast)

This function allows you to adjust the contrast of the touch panel.



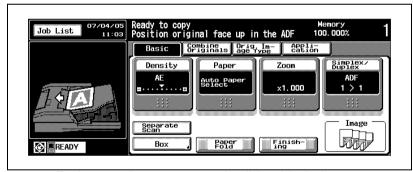
# Detail

The brightness of the touch panel can be adjusted by the administrator. For details, refer to "9 LCD Backlight Setting" on page 18-63.

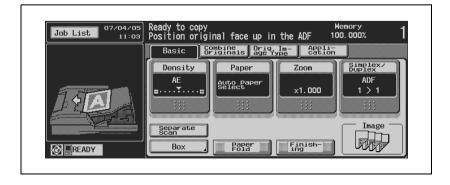
# **To Adjust Contrast**

- Turn the Contrast adjustment dial on the control panel.
  - To increase the contrast, turn the dial clockwise.





To decrease the contrast, turn the dial anticlockwise.



# 14.8 Controlling Copier from Browser (Remote Panel)

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine. This function is convenient for physically handicapped users who have difficulty in operating the control/touch panel, and also promotes efficiency in operation using PC keyboard and mouse.

# Remote Panel functions:

- Touch panel screens can be displayed on the web browser and operated using a mouse.
- Control panel keys can be displayed on the web browser and operated using a mouse.
- Passwords can be entered using PC keyboard.

The following functions are unavailable:

- Reading the screen performed by subsidiary system
- Turning ON/OFF the machine power (Main power switch/Sub power switch, Power Save, Weekly Timer)
- Reporting paper misfeed, or displaying counter in real time



#### Detail

The setting procedure for the IP address is provided in "2 IP NIC Setting>1 TCP/IP" on page 18-122.

To specify the IP address of the PC to be used for Remote Panel function, refer to "Remote Panel Setting" on page 19-20.

# To control copier from browser

- ✓ Set the Enhance Security mode OFF on the machine.
- The machine should be connected with a PC over a network with TCP/IP enabled.
- Specify the IP address of the machine.
- Specify the IP address of the PC to be used for Remote Panel function, using Web Utilities setting on a PC.
- One of the following browsers is required on the PC. No other hardware or application software is necessary.

Microsoft Internet Explorer 6.02 or higher

Netscape Navigator 7.1 or higher

FireFox 1.0 or higher

- ✓ JavaScript must be active.
- ✓ The popup menu such as paper misfeed prompt will not be updated automatically. After a long period of inactivity, click [Reload] at the upper corner of the screen to display the current status.

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1 Start the web browser, then enter the IP address of the main body in the address bar.

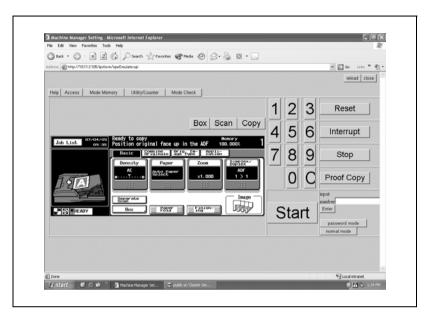
The Web Utilities screen will be displayed.

2 Click [Remote Panel] on the Web Utilities screen.



The browser displays control panel and touch panel screen currently displayed on the machine.

3 Using a mouse and keyboard, perform job operation.



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# 15 Paper Setting

# 15 Paper Setting

# 15.1 Paper Setting Outlines

This machine provides the optimum print result according to each characteristics of copy paper by specifying paper size and paper type for each tray. The paper size and paper type for each tray can be displayed on the Machine Status Screen.

This section describes the details of setting and changing paper settings.



#### Detail

For the details of setting the bypass tray, refer to "Paper Tray Setting" on page 9-10.

# 15.1.1 Setting Items in Paper Setting

Paper Setting includes two setting items: size setting and tray setting.

Select one of the following four items as size setting.

- Standard Size
- Custom Size
- Wide Size Paper
- Tab Papers



#### Detail

See "Paper Type and Weight" on page 15-5 for details of paper type specifications and relation between paper type and weight.

Set paper type by specifying the following four items as tray setting.

Type

Select one of the following 23 types.

- (blank), Normal, Fine, Thick 1, Thick 2, Thin paper, Recycled, Exclusive A to M, Seal, User, Blank Insert
- Coloured Paper

Select one of the following six types.

- (blank), White, Clear, Yellow, Pink, Blue, Green
- Hole-Punch

Select either condition.

With Punch Hole or No Punch Hole

# Both Sides Adjust

Specify the Vertical zoom, Horizontal zoom, Up/Down shift amount, and Right/Left shift amount for both front and back pages.

Vertical: -9% to +9% (in 0.1% increments)
Horizontal: -9% to +9% (in 0.05% increments)
Up/Down: -99mm to +99mm (in 0.1mm increments)
Right/Left: -99mm to +99mm (in 0.1mm increments)

# 15.1.2 Paper Type Specifications

The following four paper types are provided according to the plainness of paper.

Smooth, Fine, Normal, Embossed

Set paper type details as referring to the specifications listed in the table on the following page. Any paper type other than these four will be require special settings.

#### Fine

The Fine paper is a non-coated paper generally used for offset printing. The fine paper has a high degree of whiteness and used for various purposes.

# Normal

The Normal paper is used for copying in general and is called "PPC paper". The normal paper is usually not a recycled paper.

#### **Embossed**

The Embossed paper has a non-smooth surface on which a toner is hard to be fixed. Fine paper types such as book paper and cotton paper are included in this category.

#### Blank Insert

Blank Insert is not a category of the paper type. This is only fed without being printed. When the Cover With Blank Sheet, Blank Insert, or OHP interleave blank function is used, specify [Blank Insert] to a tray to which a paper already printed and not copied by this machine is loaded, or a blank paper only to be fed is loaded.

#### User

When a paper type other than that of which can be specified on this machine is used, use this function. For the details, contact your service representative.

#### OHP

Transparent film cannot be loaded on the main body tray and Large Capacity Unit. Specify [OHP] to a Bypass tray.

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# **Paper Type and Weight**

Paper Type	Paper	Main body tray/Large capacity unit tray	Bypass tray	Copying speed
- (blank)	PPC paper 72~90g/m²	0	0	1
Normal	PPC paper 72~90g/m²	0	0	1
Fine	Fine paper 72~90g/m²	0		1
Thick 1	PPC paper 91~161g/m²	0		1
Thick 2	PPC paper 162~200g/m²	0	0	2
Thin	PPC paper 50~61g/m²	0	0	1
Recycled	Fine paper 62~71g/m²	0		1
Exclusive A	Smooth paper 62~71g/m²	0		1
Exclusive B	Smooth paper 72~90g/m²	0		1
Exclusive C	Smooth paper 91~161g/m²	0		1
Exclusive D	Smooth paper 162~200g/m²	0		1
Exclusive E	Fine paper 50~61g/m²	0		1
Exclusive F	PPC paper 72~90g/m²	0		1
Exclusive G	Fine paper 91~161g/m²	0		1
Exclusive H	Fine paper 162~200g/m²	0		1
Exclusive I	PPC paper 62~71g/m²	0		1
Exclusive J	Embossed paper 62~71g/m²	0		1
Exclusive K	Embossed paper 72~90g/m²	0		1
Exclusive L	Embossed paper 91~161g/m²	0		2
Exclusive M	Embossed paper 162~200g/m²	0		2
Seal	Plain paper 62~71g/m²	0		1
OHP	Fine paper 91~162g/m²		0	1
Trace	Embossed paper 62~71g/m²		0	1
User	*1	0	0	1
Blank Insert	Non-printed paper	0		1

Copying speed 1: Printing speed is 92 sheets per minute when printing A4/8.5×11 in the simplex print mode.

Copying speed 2: Printing speed is 59 sheets per minute when printing A4/  $8.5\times11$  in the simplex print mode.

\*1: The tray setting is required by your service representative.

# 15.1.3 Recommended Setting of Tray

It is recommended that paper type should be set for each paper to be used, so that the setting change can be made according to the environment (temperature, humidity, paper condition, etc.) on the basis of settings for each tray.

# **Recommended Setting Procedure**

- 1 Specify the paper size and type for each tray.
- Make setting change on the paper type for each tray, as required, according to the environment and paper condition.

If the changes made are considered to be a new standard, make change in setting or make it a new setting.



# **Detail**

Service representative can make adjustments for all trays at the same time. Contact your service representative, if desired.

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# 15.2 Change Tray Setting

Set this function especially when special paper is used on a regular basis and is always placed in a specific paper tray.



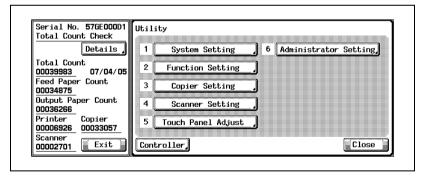
#### Detail

For the details of how to set the paper size of an upper/lower tray for PI, see "8 Paper Setting>2 PI Setting" on page 18-60. See "Paper Type and Weight" on page 15-5 for details of the paper types.

1 Press the [Utility/Counter] on the control panel.The Utility Screen will be displayed.



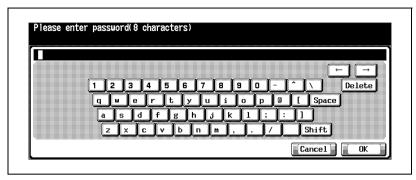
2 Touch [6 Administrator Setting].



The Password Input Screen will be displayed.

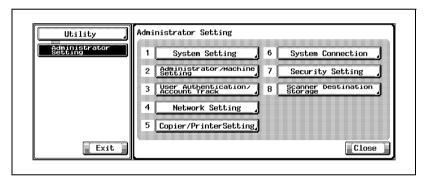
When the Password Input Screen is not displayed, proceed to step 4.

3 Enter the eight-digit administrator password, and then touch [OK].

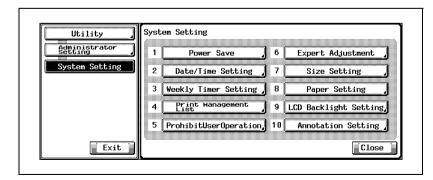


The Administrator Setting Screen will be displayed.

4 Touch [1 System Setting].

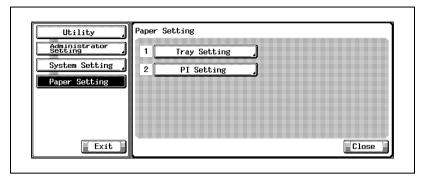


5 Touch [8 Paper Setting].



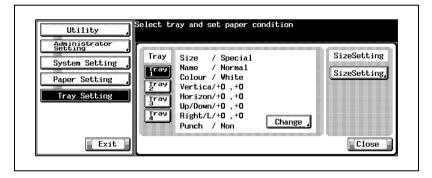
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6 Touch [1 Tray Setting].

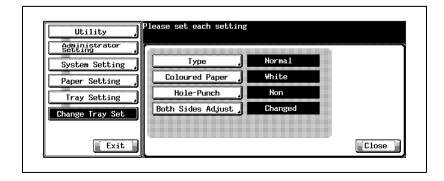


The Tray Setting Screen will be displayed.

7 Touch a desired tray key to highlight it.

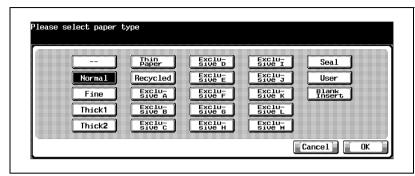


- Touch [Change] to change a tray setting.
  The Tray Setting Menu Screen will be displayed.
- 9 Touch Type.



The Change Paper Type Screen will be displayed.

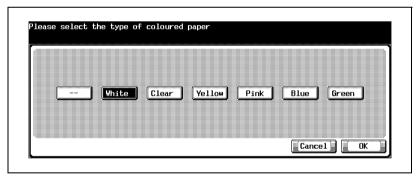
10 Select a desired paper type.



Touch [OK] to complete the setting and return to the Tray Setting Menu Screen.

- 11 Touch [Coloured Paper].

  The Coloured Paper Setting Screen will be displayed.
- 12 Select a desired paper colour.

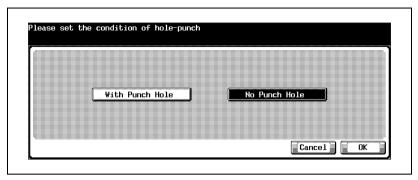


Touch [OK] to complete the setting and return to the Tray Setting Menu screen.

13 Touch [Hole-Punch].
The Hole-Punch Setting Screen will be displayed.

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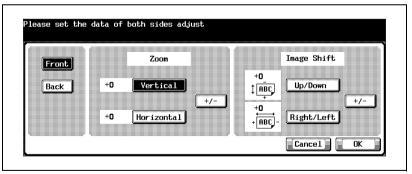
14 Touch [With Punch Hole] or [No Punch Hole].



Touch [OK] to complete the setting and return to the Tray Setting Menu Screen.

- 15 Touch [Both Sides Adjust].

  The both sides adjust setting screen will be displayed.
- 16 Enter the adjustment values as follows.
  - Touch [Front] or [Back] to select the printed side.
  - Select the adjustment item ([Vertical], [Horizontal], [Up/Down], and [Right/Left]).
  - Enter the desired adjustment value using the control panel keypad.
  - Touch [+/-] to adjust the value to be positive or negative.



Touch [OK] to complete the setting and return to the Tray Setting Screen.

17 Touch [Close] to return to the Paper setting screen.

# 15.3 Change Size Setting

Use this function to change paper settings according to a specified paper type.



#### Detail

To change the paper size of the Tray 4 (Large Capacity Unit), contact your service representative.

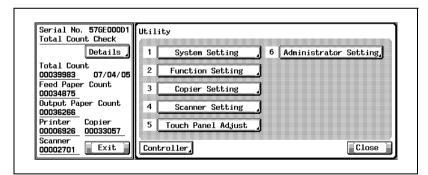
When setting wide size, be sure to specify the precise dimensions of paper to be used.

1 Press the [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



2 Touch [6 Administrator Setting].

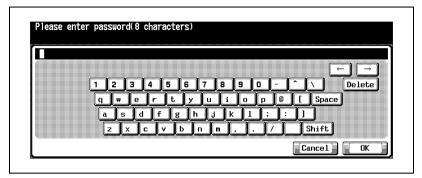


The Password Input Screen will be displayed.

When the Password Input Screen is not displayed, proceed to step 4.

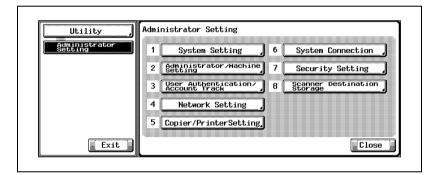
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3 Enter the eight-digit administrator password, and then touch [OK].

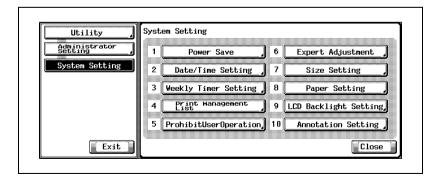


The Administrator Setting Screen will be displayed.

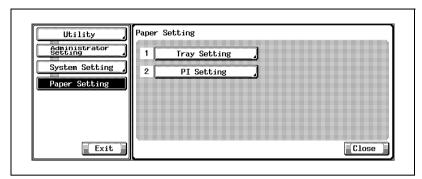
4 Touch [1 System Setting].



5 Touch [8 Paper Setting].

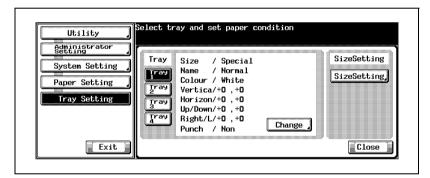


6 Touch [1 Tray Setting].

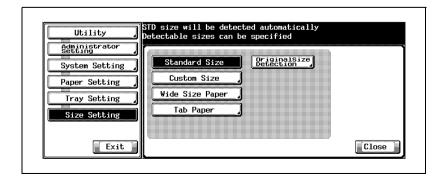


The tray setting screen will be displayed.

7 Touch a desired tray key to highlight it.

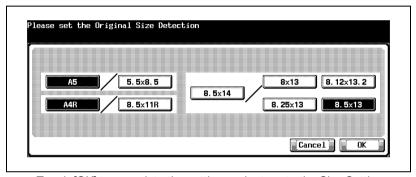


- Touch [Size Setting] to change a tray setting. The Size Setting Screen will be displayed.
- 9 Touch the desired key to specify the detectable size.



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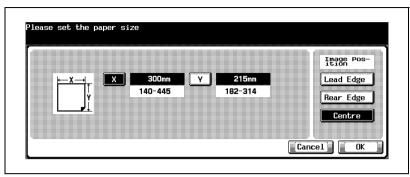
- Select Standard size when loading the standard size of paper in the specified tray.
  - Touch [Standard Size] to highlight it.
  - If selected tray will be loaded with one of the following sizes, touch [Original Size Detection] to display the Original Size Detection Screen, and then touch the desired size key.
    If 5.5×8.5 is selected on the Original Size Detection Screen, the machine will automatically detect 5.5×8.5 instead of A5. Similarly, 8.5×11R will be detected instead of A4R, 8.5×14 will be detected instead of 8.5×13.



Touch [OK] to complete the setting and return to the Size Setting Screen.

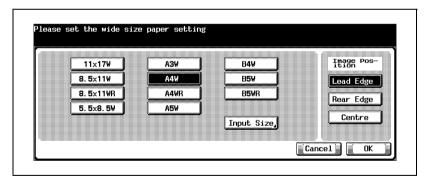
- 11 Select [Custom Size] when setting loading the custom size of paper in the specified tray.
  - Touch Custom Size to display the custom Size Setting Screen.
  - Touch [X] indicating the horizontal size, then enter the desired size using the control panel keypad. Similarly, touch [Y] indicating the vertical size, then enter the desired size. From the minimum size of 140×182 mm to the maximum size of 314×445 mm can be set.

 Touch [Lead Edge], [Rear Edge], or [Centre] to specify the desired image position.



Touch [OK] to complete the setting and return to the Size Setting Screen.

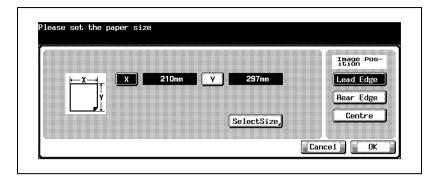
- 12 Select Wide Size Paper when loading the wide size of paper in the specified tray.
  - Touch [Wide Size Paper] to display the Wide Size Selection Screen.
  - Touch the desired wide size key to highlight it.
  - Touch [Lead Edge], [Rear Edge], or [Centre] to specify the desired image position.



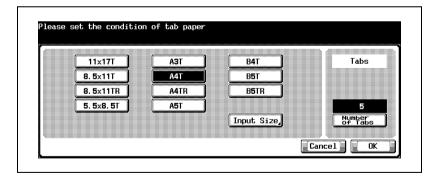
- Touch [Input Size] to display the Wide Size Input Screen.
- Touch [X] indicating the horizontal size, then enter the desired size using the control panel keypad. The value should fall within the range from the horizontal size of the standard wide size paper to a maximum of 445mm can be set. Similarly, touch [Y] indicating the vertical size, then enter the desired size. The value should fall within the range from the vertical size of the standard wide size paper to a maximum of 314mm.

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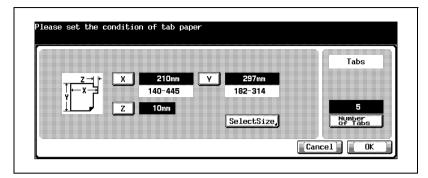
When using the LU-403, the maximum size will be 223mm; when using the LU-404, the maximum size will be 460mm.



- Touch [Select Size] to return to the Select Size Screen.
   Touch [OK] to complete the setting and return to the Size Setting Screen.
- 13 Select Tab Paper when loading tab paper in the specified tray.
  - Touch [Tab Paper] to display Tab Paper Size Selection Screen.
  - Touch the desired tabbed paper size key to highlight it.
  - Touch [Number of Tabs], then enter the number of tabs using the control panel keypad. Setting range is from 1 to 5.



- Touch [Input Size] to set the desired size.
- Touch [X], [Y], or [Z], indicating the vertical, horizontal or index size, then enter the desired size using the control panel keypad.



- The value to be specified for X and Y will be the minimum size of 140×182mm to the maximum size of 314×445mm. The value to be specified for Z will be 0 to 99mm.
- Touch [Select Size] to return to the Select Size Screen.

Touch [OK] to complete the setting and return to the Tray Setting Screen.

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# 16 Controller Setting

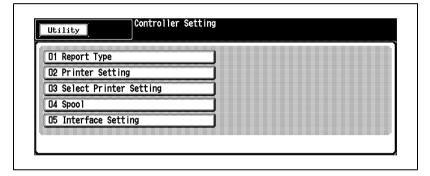
# 16 Controller Setting

## 16.1 Function Overview

Setting change concerning the printer controller is available from the Controller Setting Screen.

Press [Utility/Counter] to display the Utility Screen, and then touch [Controller] on the Utility Screen. The Controller Setting Screen will be displayed.





The menu comprises the following settings.

## 01 Report Type

Use the function to print out the report type selected from the screen. See "01 Report Type" on page 16-9.

Menu Items	Description	Setting Options
Configuration Page Print	Print the configuration page to check the firmware version and network settings.	
PCL Demo Page Print Print the PCL demo page.		
PS Demo Page Print* Print the PS demo page.		
PCL Font List	Print the PCL font list.	
PS Font List*	Print the PS font list.	

<sup>\*:</sup> Available with option.

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Default

### 02 Printer Setting

Various printer settings are available from this screen. See "02 Printer Setting" on page 16-11.



#### Detail

Menu Items

It may not operate properly depending upon the combination of settings selected.

The following default settings are used unless otherwise specified by the printer driver.

Description

Wellu Itellis		Description	Delauit	
No.		Specify the default output setting for each number. 1-6	1	
1 Basic S	etting			
	1 PDL	Select the page description language to be initially used.  Auto, PCL, PS, TIFF	Auto	
	2 Paper Feed Tray	Select the paper feed tray to be initially used. The selectable items vary depending upon the configuration of installed options. Auto, Tray 1, Tray 2, Tray 3, LCT, Bypass	Auto	
	3 Output Tray	Select the exit tray to be initially used. Auto, Main Tray, Sub Tray	Auto	
	4 Duplex	Select to allow double-sided printing. Off, On	Off	
	5 Binding	Select the binding position to be initially used. Top, Left, Right	Left	
	6 Staple	Select the staple position to be initially used. Off, 1 Staple (Left), 1 Staple (Right), 2 Staple	Off	
	7 Punch	Select the punch position to be initially used. Off, 2 Holes, 3 Holes	Off	
	8 Fold/ Trimming	Select the initial setting for each function. Off, Z-fold (A3/B4/11x17/8K), Z-fold (8.5x14), Fold & Staple, Fold & Staple/Trim, half fold, Let- ter fold IN, Letter fold OUT	Off	
	9 Offset	Select to use the offset function. On, Off	Off	
	10 Output Order	Select to exit face up or face down in initial state. Face Down, Face Up	Face Down	
	11 Image Order	Select the print page order in initial state.	1 to N	

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1 to N, N to 1

Menu Items		Description	Default	
12 Print Number		Specify the print quantity in initial state. 1 to 9999	1	
13 Sc	ort	Select to use the finishing mode. Collated, Uncollated	Collated	
14 Pa	aper Size	Select the paper size to be initially used. When specifing tabs, select the number of tabs as well.  A3, B4, A4, B5, A5, B6, 8×13, 8.25×13, 8.125×13, 11×17, 8.5×14, 8.5×13, 8.5×11, 5.5×8.5, A3W, B4W, A4W, B5W, 11×17W, 8.5×14W, 8.5×11W, 5.5×8.5W, 8.5×11Tab, A4Tab	A4	
15 Orientation  16 Banner Option		Select the orientation of the image printed on copy paper. Portrait, Landscape	Portrait	
		Select to print the banner page. Off, On	Off	
17 Ba	anner Tray	Select the paper feed tray for printing banner page. The selectable items vary depending upon the configuration of installed options. Auto, Tray 1, Tray 2, Tray 3, LCT, Bypass	Auto	
18 Co Size	onvert Paper	Select to change the paper size.  Off, 8.5×11/11×17 to A4/A3, A4/A3 to 8.5×11/ 11×17	Off	
19 Co	ombination	Specify the desired combination function. Off, 2 in 1, 2 repeat, 2 repeat-reversal(L), 2 repeat-reversal(R), 2 repeat-reversal(D), 2 repeat-reversal(D)	Off	
20 Bo	ooklet	Select to use the Booklet function. Off, On	Off	
21 Ac ing	dhesive Bind-	Select to use the Adhesive binding mode. Off, On	Off	
22 Pr	rint Position	Select the initial print position. Rear Edge, Centre, Lead Edge	Rear Edge	

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Menu Items		Description	Default		
2 PCL Set	2 PCL Setting				
	1 Font Source	Select the medium of font source. Internal: Standard font Disk: Downloaded font Soft: Software font Internal, Disk, Soft	Internal		
	2 Font Number	Specify the area of available font number according to the font source. 0 to 999	0		
	3 Symbol	SetSpecify the symbol set.* DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISO 8859/Latin 1, ISO 8859/Latin 2, ISO 8859/9 Latin 5, ISO8859/10 Latin 6, ISO 8859/15/Latin 9, Legal, Math-8, MC Text, Microsoft Publishing, PC-75, PC-8 Code Page 437, PC-850 Multilingual, PC-852 Latin 2, PC-858 Multilingual, PC-8 Turkish, PC-8 Danish/Norwegian, PC-1004, PI Font, PS Math, PS Text, Roman-8, Windows 3.0 Latin 1, Windows Baltic, Windows 3.1 Latin 1, Windows 3.1 Latin 2, Windows 3.1 Latin 5, PC-866 Ukraine	Roman-8		
	4 Form lines	Specify the number of lines per page. 5 to 128	64		
	5 Font point size	Specify the font size by point. 0.44 to 99.75	12.00		
	6 Font pitch	Specify the font pitch. 0.44 to 99.95	10.00		
	7 CR/LF Mapping	Select the line feed code. Off, CR, LF, CRLF	Off		
3 PS Settir	ng (Option)				
	1 Print to PS Error	Select to print the error report when an error oc- curs while rasterizing PostScript data. Off, On	On		
	2 PDF -> PS Conversion error control	Select to print the error pages produced by the memory overflow when printing a PDF file. Off, On	Off		
4 TIFF Setting					
	1 Auto Paper Select	Select to use APS function. Off, On	On		
	2 Image Position	Select the image position to be printed on a page. Left, Centre	Left		

 $<sup>\</sup>ensuremath{^*}$  : For the details of the symbol set, see the appendix.

#### 03 Select Printer Setting

Select the default port number, and specify the output format for each port. See "03 Select Printer Setting" on page 16-18.

Menu Items	Description	Default
Default (9100)*1	Select the default port number. 1 to 6	1
Port 2 (9112)*1	Select the number for Port 2. 1 to 6	1
Port 3 (9113)*1	Select the number for Port 3. 1 to 6	1
Port 4 (9114)*1	Select the number for Port 4. 1 to 6	1
Port 5 (9115)*1	Select the number for Port 5. 1 to 6	1
Port 6 (9116)*1	Select the number for Port 6. 1 to 6	1

<sup>\*1:</sup> Port No. (9100, etc.) is the initial setting. To change the setting, see "03 Select Printer Setting" on page 16-18.

### 04 Spool

Select to spool the job to HDD. See "04 Spool" on page 16-20.

Menu Items Description		Default
Spool	Select to spool the job to HDD. Auto, Enable, Disable	Disable

#### 05 Interface Setting

Set the timer to terminate the interface. See "05 Interface Setting" on page 16-21.

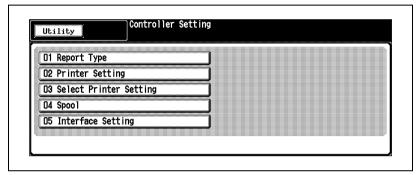
Menu Items	Description	Default
Parallel Timeout	Set the timer to terminate the parallel port. 10 to 300 seconds	60
Network Timeout	Set the timer to terminate the network port. 10 to 300 seconds	60

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## 16.2 01 Report Type

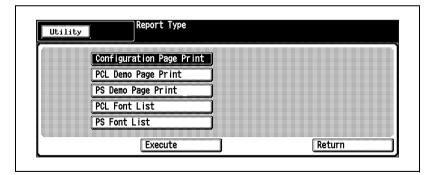
Use this function to print out the report type selected from the screen.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [Controller].
  The Controller Setting Screen will be displayed.
- 3 Touch [01 Report Type].



The Report Type Selection Screen will be displayed.

4 Touch the desired report type key to select it.



5 Touch [Execute].

The Controller Setting Screen will be restored, and the Data LED on the control panel blinks to indicate that the printing operation is in progress.

To return to the previous screen, touch [Return].

6 If further changes are required, touch the desired key.
Touch [Utility] to complete the setting and restore the Utility Screen.

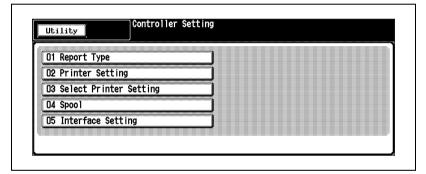
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## 16.3 02 Printer Setting

Use this function to register the desired output form. Six types can be specified at maximum.

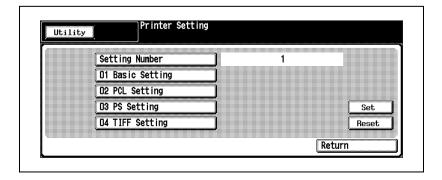
Specify the setting number (1 to 6) first, then specify the following four printer settings for that number.

- 01 Basic Setting specifies basic settings for printer.
- 02 PCL Setting specifies the settings concerning printer protocol.
- 03 PS Setting allows the machine to output the PS error print.
- 04 TIFF Setting specifies the settings concerning TIFF image.
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [Controller].
  The Controller Setting Screen will be displayed.
- 3 Touch [02 Printer Setting].



The Printer Setting Screen will be displayed.

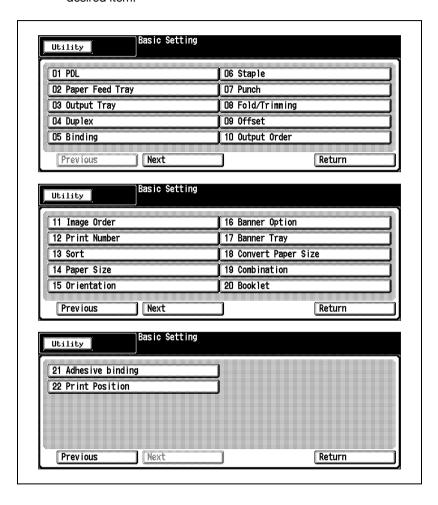
4 Specify the setting number.



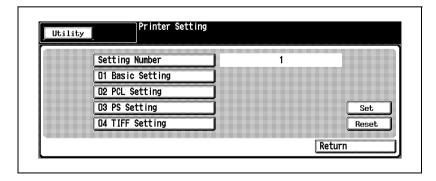
- Use the control panel keypad to enter the setting number for your setting.
  - Available range is from 1 to 6.
- Touch Set to complete the setting. If wrong number is entered, touch [Reset] to re-enter the correct number.

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- 5 Perform the Basic Setting.
  - Touch [01 Basic Setting]. The Basic Setting Screen will be displayed.
  - Make the desired setting. Touch [Next] or [Previous] to scroll to the desired item.

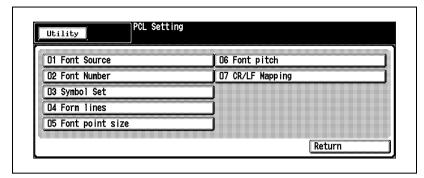


- The following settings are used unless otherwise specified by the printer driver.
  - 01 PDL: Select the page description language to be initially used.
  - 02 Paper Feed Tray: Select the paper feed tray to be initially used.
  - 03 Output Tray: Select the exit tray to be initially used.
  - 04 Duplex: Select to allow double-sided printing.
  - 05 Binding: Select the binding position to be initially used in double-sided printing.
  - 06 Staple: Select the staple position to be initially used.
  - 07 Punch: Select the punch position to be initially used.
  - 08 Fold/Trimming: Select the initial setting for each function.
  - 09 Offset: Select to use the offset function.
  - 10 Output Order: Select to exit face up or face down in initial state.
  - 11 Image Order: Select the print page order in initial state.
  - 12 Print Number: Specify the print quantity in initial state.
  - 13 Sort: Select to use the Sort mode.
  - 14 Paper Size: Select the paper size to be initially used.
  - 15 Orientation: Select the orientation of the image printed on copy paper.
  - 16 Banner Option: Select to print the banner page.
  - 17 Banner Tray: Select the paper feed tray for printing banner page.
  - 18 Convert Paper Size: Select to change the paper size.
  - 19 Combination: Specify the desired combination function.
  - 20 Booklet: Select to use the Booklet function.
  - 21 Adhesive Binding: Select to use the Adhesive binding mode.
  - 22 Print Position: Select the initial print position.
- Touch [Return] to complete the setting and restore the Printer Setting Screen.
- 6 Perform the PCL Setting.
  - Touch [02 PCL Setting]. The PCL Setting Screen will be displayed.



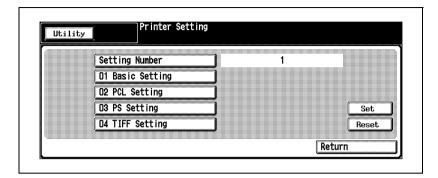
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- Make the desired setting.

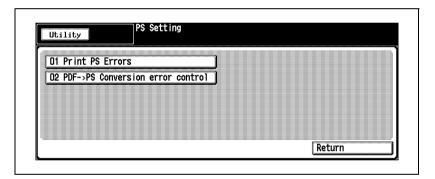


- 01 Font Source: Select the medium of font source.
- 02 Font Number: Specify the font number available from the font source.
- 03 Symbol Set: Specify the symbol set.
- 04 Form lines: Specify the number of lines per page.
- 05 Font point size: Specify the font size by point.
- 06 Font pitch: Specify the font pitch.
- 07 CR/LF Mapping: Select the line feed code.
- Touch [Return] to complete the setting and restore the Printer Setting Screen.

- 7 Perform the PS Setting (option).
  - Touch [03 PS Setting]. The PS Setting Screen will be displayed.



Make the desired setting.

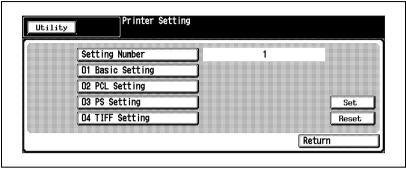


[01 Print to PS error]: Select [On] to print the error report when an error occurs while rasterizing PostScreipt data.
[02 PDF -> PS Conversion error control]: Select [On] to stop printing error pages resulted from the memory overflow.

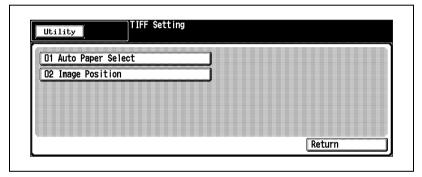
- Touch [OK] to complete the setting. The PS Setting Screen will be restored.
- Touch [Return] to complete the setting and restore the Printer Setting Screen.

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- 8 Perform the TIFF Setting.
  - Touch [04 TIFF Setting]. The TIFF Setting Screen will be displayed.



Make the desired setting.

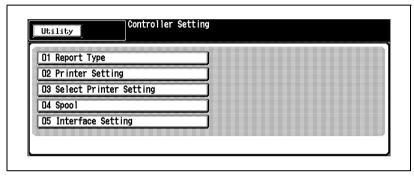


- 01 Auto Paper Select: Select to use APS function.02 Image Position: Select the image position to be printed on a page.
- Touch [OK] to complete the setting. The TIFF Setting Screen will be restored.
- Touch Return to complete the setting and restore the Printer Setting Screen.
- 9 Touch [Return] on the Printer Setting Screen. The Controller Setting Screen will be restored.
- 10 If further changes are required, touch the desired key.
  Touch [Utility] to complete the setting and restore the Utility Screen.

## 16.4 03 Select Printer Setting

Select the default port number, and specify the output format for each port.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [Controller].
  The Controller Setting Screen will be displayed.
- 3 Touch [03 Select Printer Setting].



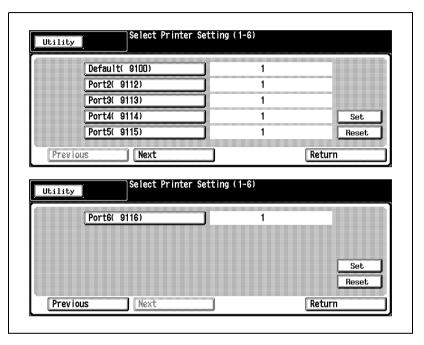
The Select Printer Setting Screen will be displayed.

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4 Touch the key to be specified.

Touch [Next] or [Previous] to scroll to the desired item. To designate the port number, enter the number (1-6) already specified in "2 Printer Setting", using the control panel keypad.

The "Default" (9100) is the port designated for printing the list.



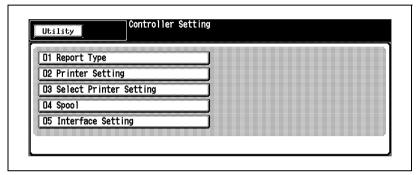
- 5 Touch [Set] to complete the setting. If wrong number is entered before touching Set, touch [Reset] to re-enter the correct number.
- 6 Touch [Return]. The Controller Setting Screen will be restored.
- If further changes are required, touch the desired key.

  Touch [Utility] to complete the setting and restore the Utility Screen.

## 16.5 04 Spool

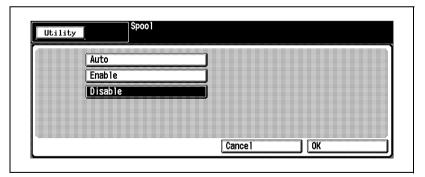
Select to enable, disable, or automatically perform the spool function.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [Controller].
  The Controller Setting Screen will be displayed.
- 3 Touch [04 Spool].



The Spool Selection Screen will be displayed.

4 Touch the desired key to select it.



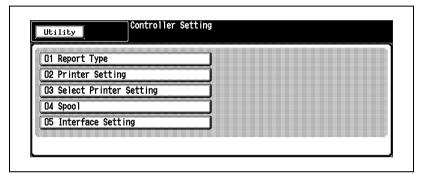
- 5 Touch [OK] to complete the setting. The Controller Setting Screen will be restored.
- 6 If further changes are required, touch the desired key.
  Touch [Utility] to complete the setting and restore the Utility Screen.

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## 16.6 05 Interface Setting

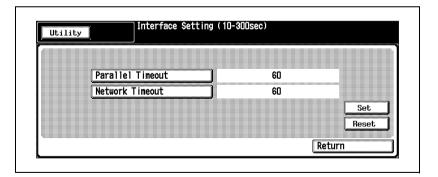
Set the time for Parallel Timeout and Network Timeout.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [Controller].
  The Controller Setting Screen will be displayed.
- 3 Touch [05 Interface Setting].



The Interface Setting Screen will be displayed.

4 Touch [Parallel Timeout] or [Network Timeout].



- Use the control panel keypad to enter the time, then touch [Set].
   The available range is from 10 to 300. When the time outside this range is entered as touching Set, the time initially entered is designated.
  - If the wrong number is entered before touching [Set], touch [Reset] to re-enter the correct number.
- 5 Touch [Return]. The Controller Setting Screen will be restored.
- 6 If further changes are required, touch the desired key.
  Touch the [Utility] to complete the setting and restore the Utility Screen.

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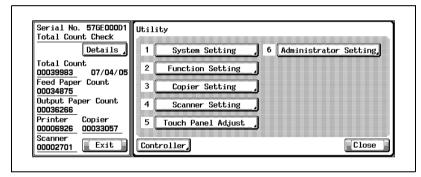
# 17 Utility <User Setting>

# 17 Utility <User Setting>

## 17.1 User Setting Outlines

Press the [Utility/Counter] on the control panel to display the Utility Screen.





The Utility Screen includes two types of setting items: one in which a user can set and the other in which an administrator is required to enter a password.

This section describes the user setting.

## 17.2 List of the User Setting

Spe	Specific setting and Description Default				
1 S	1 System Setting				
	1 Language Setting Select the language used in the LCD. English	English			
-	2 Buzzer Setting				
	Buzzer On/Off, Volume Setting     Set the buzzer sound (the touch key sound) as touching     the screen.     On/Off, High/Low	Off			
	2 Buzzer for Job Stop Setting Select the duration of the buzzer sound when the ma- chine stops due to no paper and mishandled paper. Off/3 seconds/5 seconds/10 seconds	Off			
	3 1SHOT Indication Time Select the SHOT indication time to be displayed in the mes- sage indication area of the touch panel. 3 seconds/5 seconds	3 seconds			
	4 Panel Reset Setting Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition, without selecting any key on the touch panel or the control panel. Off/60 seconds/120 seconds/180 seconds/240 seconds/300 seconds/360 seconds/420 seconds/480 seconds/540 seconds	60 seconds			
	5 Sub Area Display On/Off Select the display on the sub area of the Basic Setting Screen. Setting Value/Job List	Setting Value			
	6 Key Response Time Select the key response time. Normal/0.5 seconds/1 seconds/2seconds/3 seconds	Normal			
	7 Change User Password Change a user password which the user has registered for user authentication. Enter new password				
	8 Warm Up Screen On/Off Select On/Off to display the Warm Up Screen when the power switch is turned ON. On/Off	Off			

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Specific	pecific setting and Description Default				
2 Funct	ion Setting				
1 F	eed Tray Setting				
	1 Feed Tray Auto Selection Select ATS for each tray and the priority of the detec- tion when ATS functions. ATS/APS Switch (Trays 1 to 4,Bypass Tray): Off, Tray Priority: Tray4/Tray3/Tray1/Tray2/Bypass Tray	ATS/APS Switch (Trays 1 to 4,Bypass Tray): Off			
	2 ATS Permission selection Set ATS On or Off. On/Off	Off			
	3 Auto Paper Type Set the paper type to be selected when ATS functions.	Paper Type ( - )/Coloured Paper ( - )/Hole-Punch (No Hole-Punch)			
2 E	each Function Setting				
	Fine Adjust Margin Select On/Off to enter a decimal point for image shift. Decimal On/Decimal Off	Decimal Off			
	Printer Prohibit Timer Select the interval time that printing via PC is prohibited after touching the touch keys. Off/15 seconds/30 seconds/60 seconds/90 seconds	30 seconds			
3 [	Density Setting				
	Density Shift for Original Image Type     Select the default density setting for each Original Image Type.	6 levels (Text & Photo:+3, Low Contrast:+4, Photo:+3, Text:+3)			
	User Density Setting     Preset the density level which is frequently used.     Two levels	Preset1: lightest Preset2: darkest			
	Two levels 3 Photo Mode Density Setting Select the density level set in EE (Auto Density Setting) when the Photo Mode is selected. Lighter/Standard/Darker	Standard			
	4 Image Density Selection Set the image density lighter or set the maximum dark level darker, without degrading the image quality +15 (7 levels)	Standard			
Pre	Preset Zoom eset the magnification ratio which is frequently used. ree types	Set Zoom 1: 4.000 Set Zoom 2: 2.000 Set Zoom 3: 0.500			

Spe	cific	setting and Description	Default
	5 T	andem Setting	
		1 Tandem Sub Machine One Time Data Read Set the sub machine to receive all the data transmitted from the master machine before starting to print. On/Off	Off
	2 Tandem Sub Machine Wait/Proof Set the master machine to transmit the data to the sub machine at the time when the master machine starts scanning the data for proof copying. Permit/Prohibit		Permit
Set the sub made on the master n		3 Tandem Sub Machine Shift Data Setting Set the sub machine to use the same shift value used on the master machine. Master Machine Shift data/Sub Machine Shift data	Master Machine Shift data
		4 Tandem Selection after JOB completion Select to continue or release the tandem mode after the current tandem job is completed. Continue/Release	Release
		5 Distribution Recovery Set the tandem-connected machines to perform the job distribution again for print quantity remaining on one machine when the other has already finished with its assignment. On/Off	On

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cific setting and Description		Default	
pier Setting			
1 Reset Setting			
1 Initial Setting Set the initial setting when Current Setting/Factory De		Factory Default	
2 Reset Function Setting	2 Reset Function Setting		
when pressing [Rese The factory default s	dication which is displayed ht]. etting is [Full Auto], and the ettings defined in "1 Initial	Full-auto	
ed as pressing [Rese	ode when Full Auto is select-	Sort	
	sert g conditions to the initial set- y counter and the copy card.	On	
2 Each Function Setting			
Booklet Copy Auto Select Set the machine to autom mode when Fold & Staple ed. Auto Select/Not Auto Sele	atically select the Booklet or Half Fold mode is select-	Auto Select	
Original Glass AMS	the size of the original and gnification ratio to corre-	On	
ADF AMS Set the machine to automoratio for copying when det placed on the ADF. On/Off	atically select an appropriate tecting the original size	On	
Original Glass APS Set the machine to autom of copy paper as the origin glass. On/Off	atically select the same size nal placed on the original	On	
Auto Detection Orig. Size Set the machine to autom of copy paper as the origin On/Off	atically select the same size	On	
Choose Default Tray wher Select the tray to be autor is released. APS Tray/Tray1/Tray2/Tra	matically selected when APS	APS Tray	

Specif	ic setting and Description	Default
	Org./Out Bind Direction Set Set the machine to conform the binding direction of the originals and printed sets each other. On/Off	On
	Staple Auto Reset Set the stapling setting On or Off when pressing [Reset]. On/Off	Off
	Original Set/Bind Direction Select to reset or save the original direction setting made on the Special Original Screen and the bind po- sition setting made on the Output Mode Screen after completion of each copying job. Do Not Release/Release Per JOB	Release Per JOB
	Status Hold When Auto Reset When Auto Reset functions, select to reset the Platen/ RADF mode to the initial setting, or save the previous setting. Hold/Not Hold	Not Hold
	Annotation at JOB completion Set the machine to automatically select Annotation after a copying job has been made. Select/Not Select	Not Select
	Original Glass Auto Copy Reserve Set the machine to automatically display the Job Reserve Screen when the current job has completed scanning originals from the original glass and started printing. On/Off	Off

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Specific	setting and Description	Default	
4 Scanner Setting			
Sel ing	Default Address Setting lect the default destination to be displayed when select- the Scanner Screen. Mail/HDD/FTP/SMB	E-Mail	
2 E	ach Function Setting		
	File Form Setting (E-Mail) Select the default file form when transmitting in E-Mail. Multi Page PDF/Single Page PDF/Multi Page TIFF/Single Page TIFF	Multi Page PDF	
	File Form Setting (HDD) Select the default file form when saving in HDD. Multi Page PDF/Single Page PDF/Multi Page TIFF/Single Page TIFF	Multi Page PDF	
	File Form Setting (FTP) Select the default file form when transmitting to FTP. Multi Page PDF/Single Page PDF/Multi Page TIFF/Single Page TIFF	Multi Page PDF	
	File Form Setting (SMB) Select the default file form when transmitting in SMB. Multi Page PDF/Single Page PDF/Multi Page TIFF/Single Page TIFF	Multi Page PDF	
	Default Resolution Setting Select the default scanning quality 600dpi/400dpi/300dpi/200dpi	400dpi	
5 Touch	5 Touch Panel Adjust		
	eck the touch panel and realign the position of the touch nsor that may have shifted.		

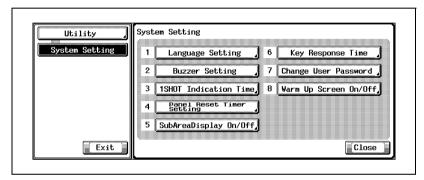
## 17.3 1 System Setting

#### 1 Language Setting

Select the language used in the touch panel.

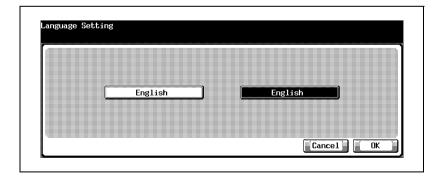
The initial setting is English.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [1 Language Setting].



The Language Setting Screen will be displayed.

4 Select the desired mode.



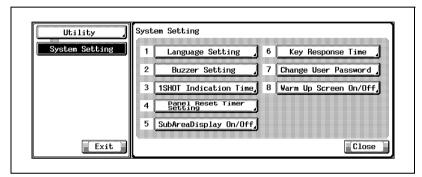
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- 5 Touch [OK] to complete the setting and return to the System Setting Screen.
- 6 If further changes are required, touch the desired key. Touch Utility to restore the Utility Screen.

### 2 Buzzer Setting>1 Buzzer On/Off, Volume Setting

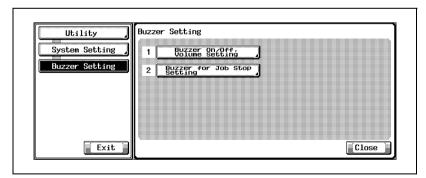
Set the buzzer sound (the touch key sound) as touching the screen, and also select the buzzer volume.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [2 Buzzer Setting].



The Buzzer Setting Screen will be displayed.

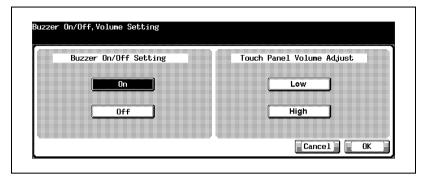
4 Touch [1 Buzzer On/Off, Volume Setting].



The Buzzer On/Off, Volume Setting Screen will be displayed.

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5 Touch the desired Key.



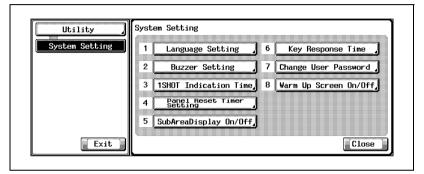
Touch [On] to highlight it. Adjust the Buzzer volume, as desired. Touch [Low] or [High] to regulate the buzzer volume of the touch keys. Touch [Off] to highlight it. The buzzer will go off.

- Touch [OK] to complete the setting and return to the Buzzer Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 2 Buzzer Setting>2 Buzzer for Job Stop Setting

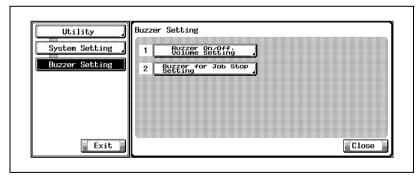
Select the duration of the buzzer sound when the machine stops.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [2 Buzzer Setting].



The Buzzer Setting Screen will be displayed.

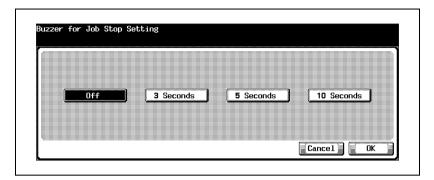
4 Touch [2 Buzzer for Job Stop Setting].



The Buzzer for Job Stop Setting Screen will be displayed.

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5 Select the desired time to highlight it.

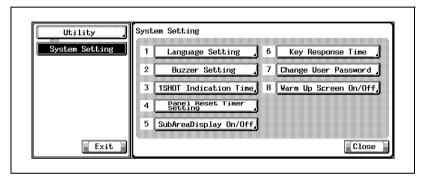


- Touch [OK] to complete the setting and return to the Buzzer Setting Screen.
  If further changes are required, touch the desired key.
- 7 Touch [Utility] to restore the Utility Screen.

#### 3.1 SHOT Indication Time

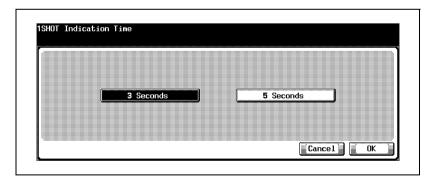
Select the SHOT indication time to be displayed in the message indication area of the touch panel, such as "Original size A4".

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [3 1 SHOT Indication Time].



The 1 SHOT Indication Time Screen will be displayed.

4 Touch [3 seconds] or [5 seconds] to highlight it.



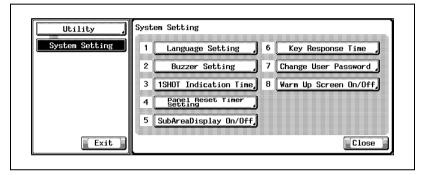
- 5 Touch [OK] to complete the setting and return to the System Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### 4 Panel Reset Timer Setting

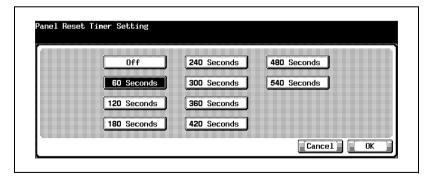
Set the reset interval starting from the completion of a copying job until the machine returns to the initial screen, without selecting any key on the touch panel or the control panel.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [4 Panel Reset Timer Setting].



The Panel Reset Timer Setting Screen will be displayed.

4 Select the desired time to highlight it.

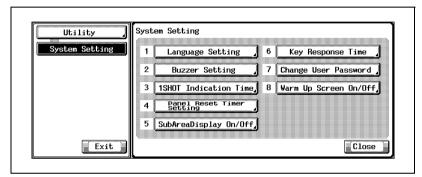


- 5 Touch [OK] to complete the setting and return to the Utility Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Sub Area Display On/Off

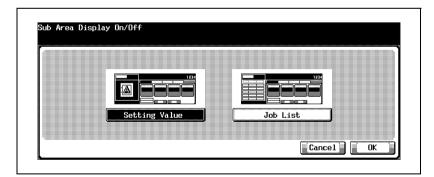
Select the sub area display in the left side of the initial screen. Setting options: Setting value/Job list

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [5 Sub Area Display On/Off].



The Sub Area Display On/Off Screen will be displayed.

4 Select the desired sub screen to highlight it.



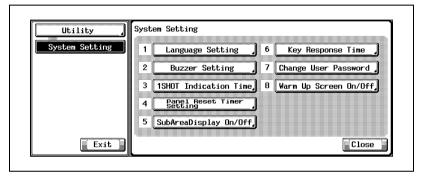
- 5 Touch [OK] to complete the setting and return to the Utility Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### 6 Key Response Time

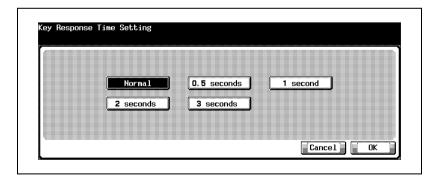
Select the response time between touching the key and the machine responses to it.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [6 Key Response Time].



The Key Response Time Screen will be displayed.

4 Select the desired time to highlight it.



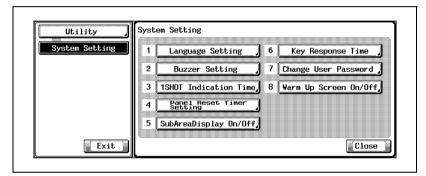
- 5 Touch [OK] to complete the setting and return to the Utility Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 7 Change User Password

Change a user password which the user has registered for user authentication.

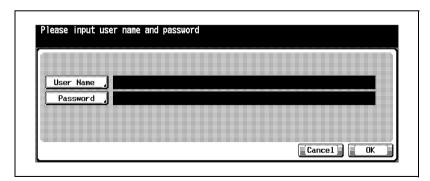
The changed password is reflected to the user authentication setting description.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [7 Change User Password].



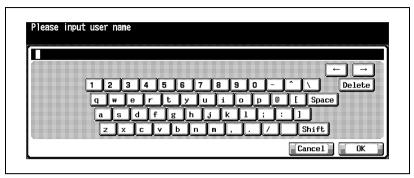
The User Authentication Screen will be displayed.

- 4 Enter the user name.
  - Touch [User Name] to display the Input User Name Screen.



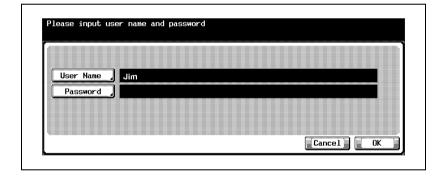
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Enter the user name, then touch [OK] to return to the User Authentication Screen.

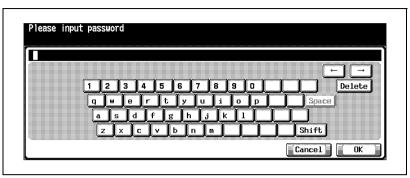


The entered name will be displayed on the screen.

- 5 Enter the current password.
  - Touch [Password] to display the Input User Password Screen.

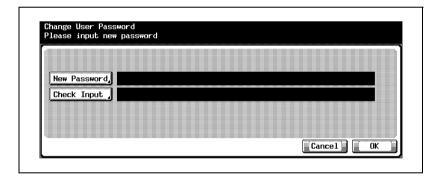


 Enter the current password. The entered password will appear as asterisks (\*\*\*\*\*\*\*\*) on the screen. Then touch [OK].

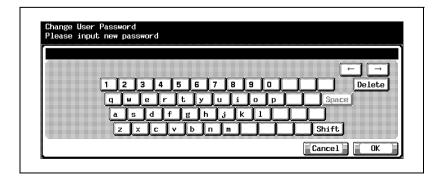


The Change User Password Screen will be displayed.

- 6 Enter a new user password.
  - Touch [New Password] to display the Input New Password Screen.

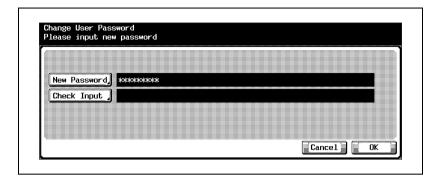


- Enter a new password, the touch [OK].

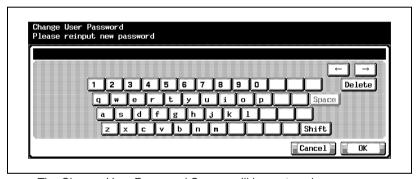


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Touch [Check Input] to display the Re-input New Password Screen.



Enter a new password once more for confirmation, then touch [OK].

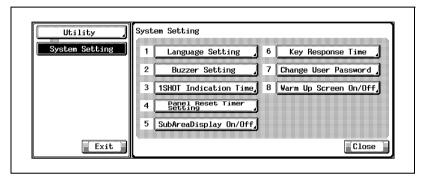


The Change User Password Screen will be restored.

- 7 Touch [OK] to complete the setting and return to the Utility Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

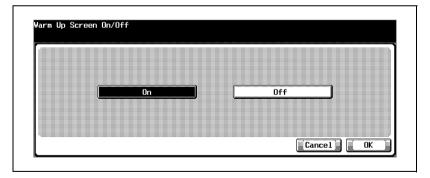
### 8 Warm Up Screen On/Off

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [1 System Setting].
  The System Setting Screen will be displayed.
- 3 Touch [8 Warm Up Screen On/Off].



The Warm Up Screen On/Off Screen will be displayed.

4 Select [On] when Warm Up Screen is displayed, and [Off] when Warm Up Screen is not displayed.



- 5 Touch [OK] to complete the setting and return to the Utility Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

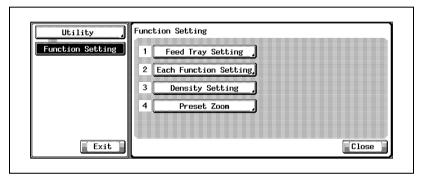
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# 17.4 2 Function Setting

# 1 Feed Tray Setting>1 Feed Tray Auto Selection

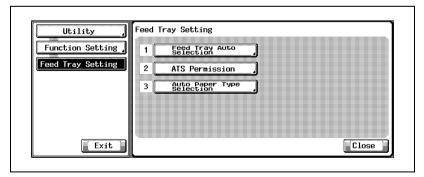
Select the tray size setting to be detected when ATS functions. You may also select the priority of the detection for each tray.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [1 Feed Tray Setting].



The Feed Tray Setting Screen will be displayed.

4 Touch [1 Feed Tray Auto Selection].

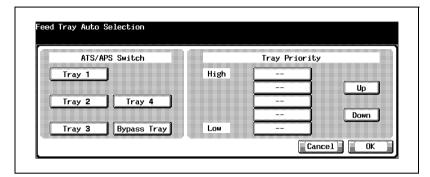


The Feed Tray Auto Selection Screen will be displayed.

Touch to highlight the desired tray key under ATS/APS Switch.

The selected tray is automatically detected when ATS functions. The trays not selected will not be detected even when ATS functions.

The selected tray will be displayed under Tray Priority as the tray key.



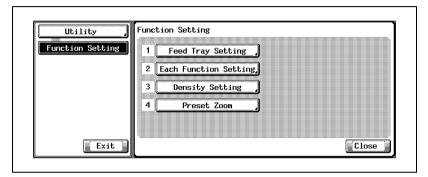
- Touch to highlight the desired tray key under Tray Priority, then change its priority by using [Up] and [Down].
- 7 Touch [OK] to complete the setting and return to the Feed Tray Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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## 1 Feed Tray Setting>2 ATS Permission

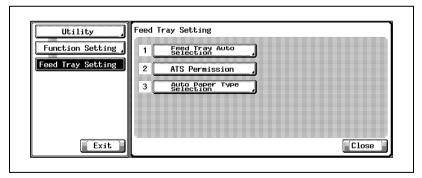
Set ATS (Automatic Tray Selection) On or Off.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [1 Feed Tray Setting].



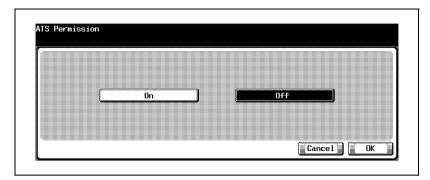
The Feed Tray Setting Screen will be displayed.

4 Touch [2 ATS Permission].



The ATS Permission Screen will be displayed.

5 Select [On] when ATS is used, and [Off] when ATS is not used.



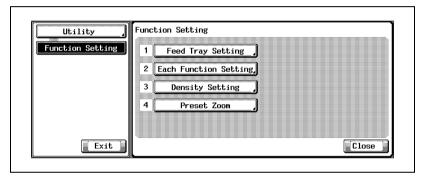
- 6 Touch [OK] to complete the setting and return to the Feed Tray Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### 1 Feed Tray Setting>3 Auto Paper Type Selection

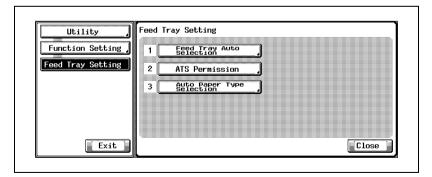
Select the paper type setting of the tray which is automatically selected when ATS functions. When the paper type that is not specified with this function is designated to the tray that is automatically selected by ATS, the machine indicates the paper type unmatched.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [1 Feed Tray Setting].



The Feed Tray Setting Screen will be displayed.

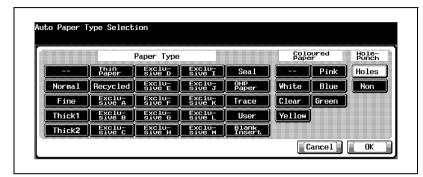
4 Touch [3 Auto Paper Type Selection].



The Auto Paper Type Selection Screen will be displayed.

5 Select the paper type of the tray which is automatically selected when ATS functions.

Touch to highlight the desired type of keys under Paper Type, Weight, Coloured Paper, and Hole-Punch. You may choose more than one key for each item.



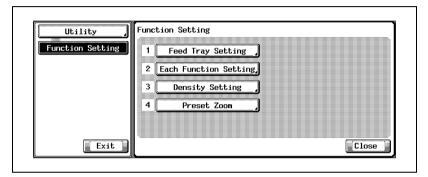
- Touch [OK] to complete the setting and return to the Feed Tray Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### 2 Each Function Setting>Fine Adjust Margin

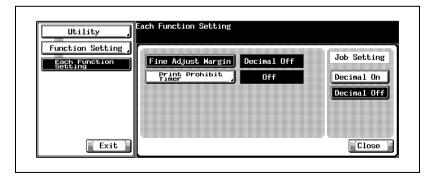
Select to enter a decimal point for image shift.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [2 Each Function Setting].



The Each Function Setting Screen will be displayed.

- 4 Touch [Fine Adjust Margin] to display the selection keys.
- 5 Touch [Decimal On] or [Decimal Off] to specify image shift in decimal point or not.

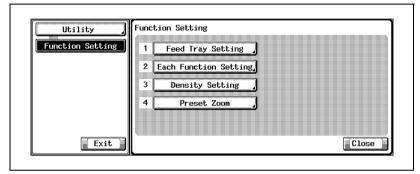


If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 2 Each Function Setting>Print Prohibit Timer

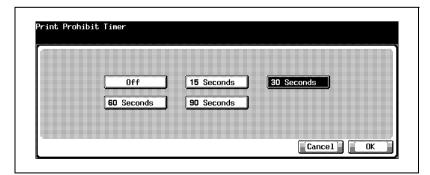
Select the interval time that printing via PC is prohibited after touching a touch key on the touch panel.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [2 Each Function Setting].



The Each Function Setting Screen will be displayed.

- 4 Touch [Print Prohibit Timer] to display the Print Prohibit Timer Screen.
- Select the desired interval time key to set the timer, and then touch [OK] to return to the Each Function Setting Screen.



6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

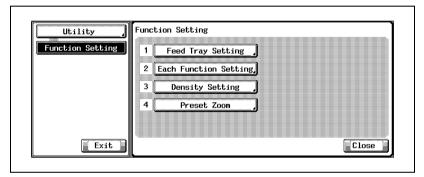
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### 3 Density Setting>1 Density Shift for Original Image Type

Select the desired copy density level manually from nine levels on the Copy Screen, and also shift each of nine density levels to three levels lighter or three levels darker.

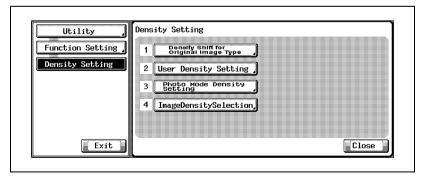
Density shift can be applied to each Original Image Type: Auto (Text/photo), Low Contrast, Photo, and Text.

- Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [3 Density Setting].



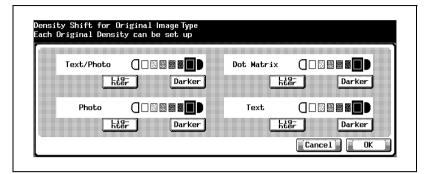
The Density Setting Screen will be displayed.

4 Touch [1 Density Shift for Original Image Type].



The Density Shift for Original Image Type Screen will be displayed.

5 Touch [Lighter] or [Darker] to specify the desired Density shift for each Original Image Type.



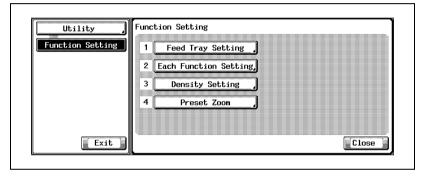
- 6 Touch [OK] to complete the setting and return to the Density Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### 3 Density Setting>2 User Density Setting

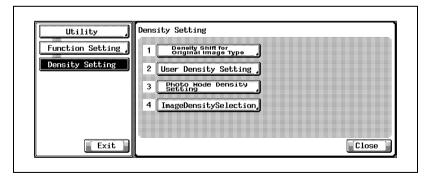
The copy density level is divided into 16 levels between Darker and Normal, and between Normal and Lighter, respectively. Select and preset two levels from the 32 levels. The preset density level setting can be recalled from Special Image on the Copy Screen.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [3 Density Setting].



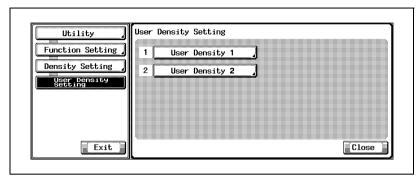
The Density Setting Screen will be displayed.

4 Touch [2 User Density Setting].



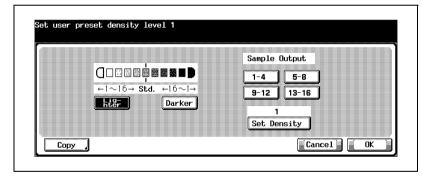
The User Density Setting Screen Menu will be displayed.

5 Touch [User Density 1] or [User Density 2].



The Set User Preset Density Level Screen will be displayed.

Touch [Darker] or [Lighter] to select the desired density level to preset either between the darkest and normal or between normal and the lightest.



Output density level sample sheet. Select the sample sheet from each sample output level of [1-4], [5-8], [9-12], and [13-16], and touch [Copy]. Place the original on the original glass, and press the [Start] on the control panel.

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8 Touch [User Density] on the Basic Screen to restore the Set User Preset Density Level Screen.



- 9 Repeat step 6 to 8 when outputting more than one sample sheet for each level.
- 10 Check the sample sheet and enter the desired density level using the control panel keypad.

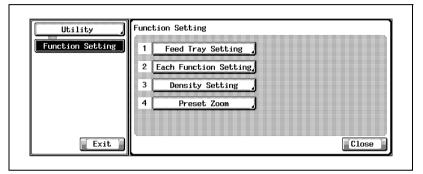
The number entered will be displayed in the box above Set Density.

- To output the sample sheet of the specified density level, touch [Set Density] then touch the [Copy]. Place the original on the original glass, and press the [Start] on the control panel.
- 11 Touch [OK] to complete the setting and return to the User Density Setting Screen.
- 12 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

## 3 Density Setting>3 Photo Mode Density Setting

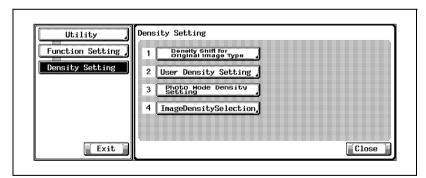
Set the density level of Photo Mode to be specified in AE.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [3 Density Setting].



The Density Setting Screen will be displayed.

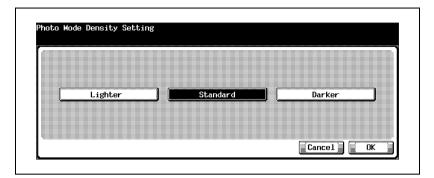
4 Touch [3 Photo Mode Density Setting].



The Photo Mode Density Setting Screen will be displayed.

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5 Select the desired density key from [Lighter], [Standard] and [Darker].

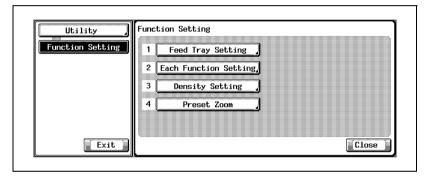


- Touch [OK] to complete the setting and return to the Density Setting Screen.
- 7 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 3 Density Setting>4 Image Density Selection

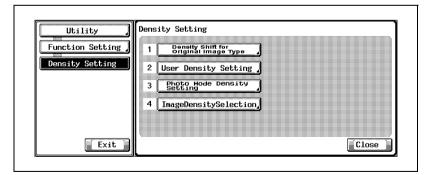
Change the Image density of the darkest shadow part. Adjust the image density of any dark part of the original to darker (maximum dark) or lighter, just like offset printing. Similar to printing materials such as books, this feature is useful to make texts lighter in order to ease the eye strain.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [3 Density Setting].



The Density Setting Screen will be displayed.

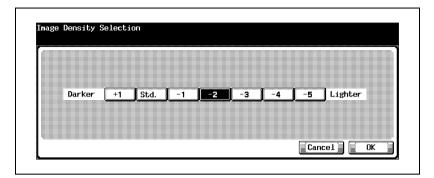
4 Touch [4 Image Density Selection].



The Image Density Selection Screen will be displayed.

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5 Touch the desired density key to highlight it.

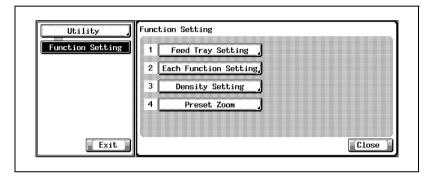


- Touch [OK] to complete the setting and return to the Density Setting Screen.
- 7 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

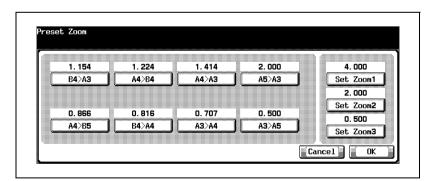
#### 4 Preset Zoom

Set three types of the preset zoom on the Preset Zoom Screen. The initial setting for Preset Zoom1 is 4.000, Preset Zoom2 is 2.000, and Preset Zoom3 is 0.500.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [4 Preset Zoom].



4 Touch the desired preset key (from 1 to 3) and display the desired zoom ratio on the right side of the keys using the control panel keypad.



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- 5 Touch [OK] to complete the setting and return to the Function Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Tandem Setting>1 Tandem Sub Machine One Time Data Read

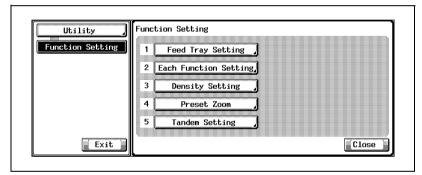
Set the sub machine to receive all the data transmitted from the master machine before starting to print.



### Detail

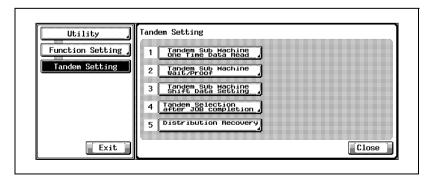
By default, the Tandem Setting key is not displayed. Contact your service representative.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [5 Tandem Setting].



The Tandem Setting Screen will be displayed.

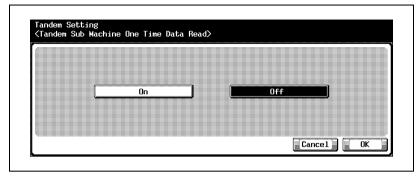
4 Touch [1 Tandem Sub Machine One Time Data Read].



The Tandem Sub Machine One Time Data Read Screen will be displayed.

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5 Touch [On] or [Off] to highlight it.



- With [On] selected, the master machine immediately starts printing with scanning on the run, while the sub machine waits for all the data to be transmitted then starts printing.
- With [Off] selected, printing job starts on both master and sub machines while the master machine continues scanning the originals.
- Touch [OK] to complete the setting and return to the Tandem Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Tandem Setting>2 Tandem Sub Machine Wait/Proof

Set the master machine to transmit the scanned data to the sub machine for making a proof copy on both master and sub machines.



### Detail

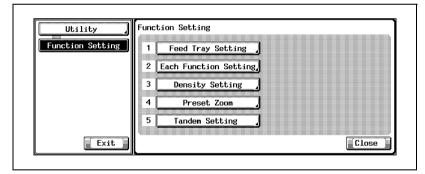
By default, the Tandem Setting key is not displayed. Contact your service representative.



### Note

[Permit] cannot be selected if the setting [5 Distribution Recovery] is turned [On].

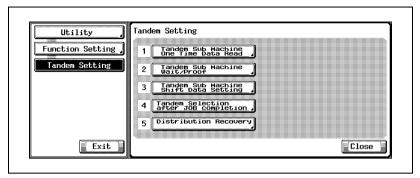
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [5 Tandem Setting].



The Tandem Setting Screen will be displayed.

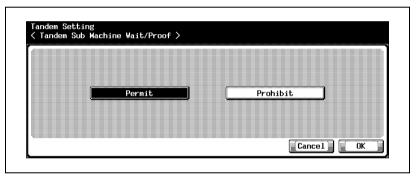
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4 Touch [2 Tandem Sub Machine Wait/Proof].



The Tandem Sub Machine Wait/Proof Screen will be displayed.

5 Touch [Permit] or [Prohibit] to highlight it.



- With [Permit] selected, the master machine transmits the image data to sub machine and a proof copy will be made on both master and sub machines.
- With [Prohibit] selected, a proof copy can be made on the master machine only. Sub machine will receive the image data normally at the time when printing job starts.
- Touch [OK] to complete the setting and return to the Tandem Setting Screen.
- 7 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Tandem Setting>3 Tandem Sub Machine Shift Data Setting

Set the sub machine to use the same shift value used on the master machine.



#### Detail

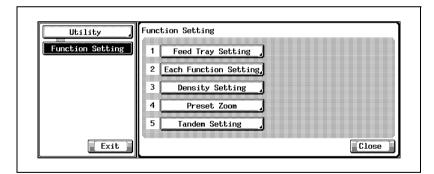
By default, the Tandem Setting key is not displayed. Contact your service representative.



#### Note

If the setting 2 Tandem Sub Machine Wait/Proof is set to [Prohibit], the shift value previously specified for the sub machine cannot be used because the transmitted image data already reflect the shift value specified for the master machine.

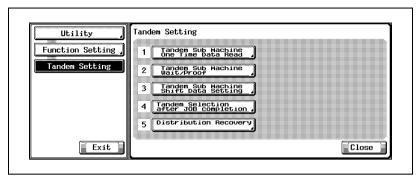
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [5 Tandem Setting].



The Tandem Setting Screen will be displayed.

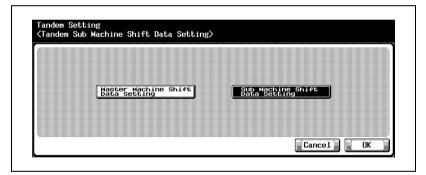
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4 Touch [3 Tandem Sub Machine Shift Data Setting].



The Tandem Sub Machine Shift Data Setting Screen will be displayed.

5 Touch [Master Machine Shift Data Setting] or [Sub Machine Shift Data Setting] to highlight it.



- With [Master Machine Shift Data Setting] selected, the shift value specified for the master machine will be used on the sub machine.
- With [Sub Machine Shift Data Setting] selected, the shift value specified for the sub machine will be used irrespective of the value of master machine.
- Touch [OK] to complete the setting and return to the Tandem Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Tandem Setting>4Tandem Selection after JOB Completion

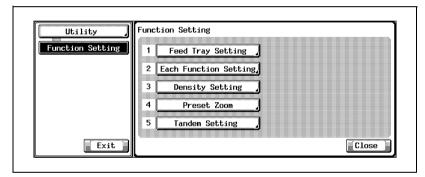
Select to continue or release the tandem mode after the current tandem job is completed.



### Detail

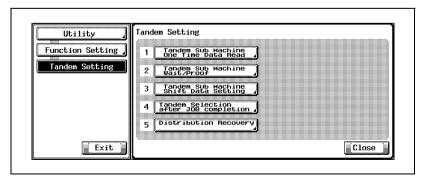
By default, the Tandem Setting key is not displayed. Contact your service representative.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [5 Tandem Setting].



The Tandem Setting Screen will be displayed.

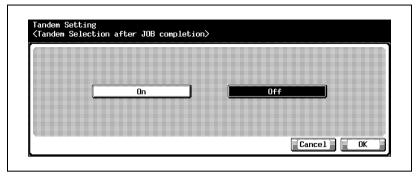
4 Touch [4 Tandem Selection after JOB completion].



The Tandem Selection after Job Completion Screen will be displayed.

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5 Touch [On] or [Off] to highlight it.



- With [On] selected, the two machines will continue to work in tandem after completion of the tandem job.
- With [Off] selected, the tandem mode will be released after completion of the tandem job.
- Touch [OK] to complete the setting and return to the Tandem Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

### 5 Tandem Setting>5 Distribution Recovery

Set the tandem-connected machines to perform the job distribution again for print quantity remaining on one machine when the other has already finished with its assignment.



#### Detail

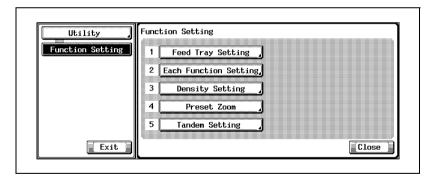
By default, the Tandem Setting key is not displayed. Contact your service representative.



#### Note

This function cannot be turned On if the setting 2 Tandem Sub Machine Wait/Proof is set to [Permit].

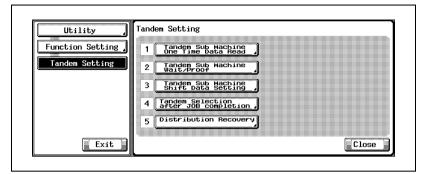
- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [2 Function Setting].
  The Function Setting Screen will be displayed.
- 3 Touch [5 Tandem Setting].



The Tandem Setting Screen will be displayed.

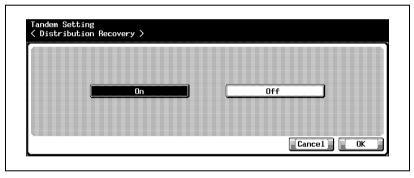
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4 Touch [5 Distribution Recovery].



The Distribution Recovery Screen will be displayed.

5 Touch [On] or [Off] to highlight it.



- With [On] selected, the tandem-connected machines perform the distribution recovery.
- With [Off] selected, each machine completes the tandem job when finishing its first distributed quantity.
- Touch [OK] to complete the setting and return to the Tandem Setting Screen.
- 7 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

#### 17.5 3 Copier Setting

#### 1 Reset Setting>1 Initial Setting

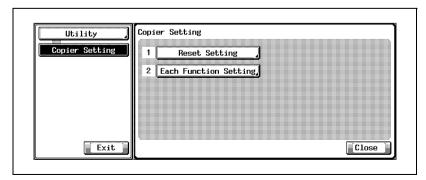
Besides the factory default setting (Full Auto), you may set the copying condition as the initial setting as desired.

#### Resetting the machine:

- when the power is turned off
- when Panel Reset is on
- when Power Save is on
- when copying becomes available by entering the password when User Authentication/Account Authentication is on
- when a key counter or a copy card is inserted
- when pressing the [Reset] on the control panel

#### Full Auto copying condition:

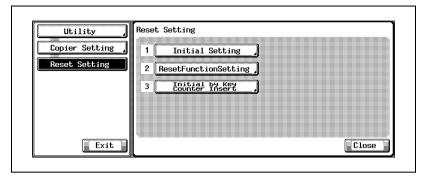
- Basic Setting: Copy set; 0001, Simplex/Duplex; 1>1, ADF; ON, Density; AE, Zoom; 1.000, Auto Paper Select; ON
- Finishing: Set by "2 Reset Function Setting"
- Combine Original: Combine Originals; OFF, Original Direction; Normal, Bind; Right & Left Bind, Special Original; Normal, Original Size; Standard Size
- Orig. Image Type: Text/Photo
- Application: OFF
- 1 Set the desired copy condition as the initial setting.
- Press the [Utility/Counter] to display the Utility Screen.
- Touch [3 Copier Setting].
  The Copier Setting Screen will be displayed.
- 4 Touch [1 Reset Setting].



The Reset Setting Screen will be displayed.

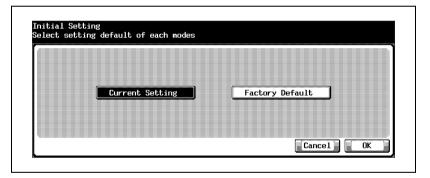
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5 Touch [1 Initial Setting].



The Initial Setting Screen will be displayed.

Touch [Current Setting] to select the copy condition set by step 1 as the initial setting. Touch [Factory Default] to return to the full auto setting.



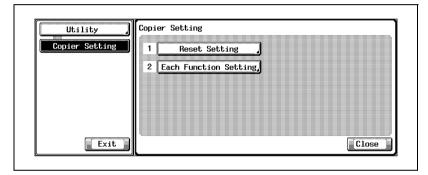
- 7 Touch [OK] to complete the setting and return to the Reset Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

#### 1 Reset Setting>2 Reset Function Setting

When the machine is reset, select the copying conditions from the factory default setting (Full Auto), or Initial Set which is set at "3 Copier Setting>1 Reset Setting>1 Initial Setting".

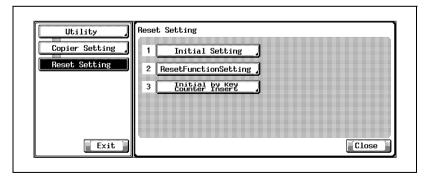
In addition, alter Finishing of Full Auto as desired.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [3 Copier Setting].
  The Copier Setting Screen will be displayed.
- 3 Touch [1 Reset Setting].



The Reset Setting Screen will be displayed.

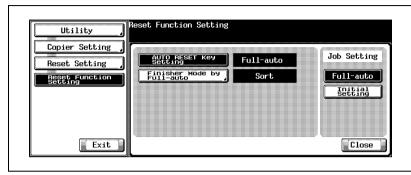
4 Touch [2 Reset Function Setting].



The Reset Function Setting Screen will be displayed.

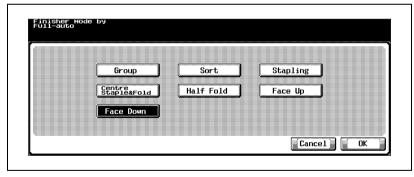
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- 5 Select the copying conditions when resetting the machine. Touch [AUTO RESET Key Setting] to display the job setting keys.
  - Touch [Full-auto] to set to the factory default setting.
  - Touch [Initial Setting] to set as "3 Copier Setting >1 Reset Setting
     Initial Setting".



When [Initial Setting] is selected for [AUTO RESET Key Setting], Each Reset Setting becomes enabled.

Select the finishing conditions when resetting the machine. Touch [Finisher Mode by Full-auto]. Touch any key on the screen for Full Auto, and then touch [OK].



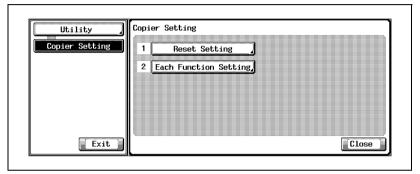
The Reset Function Setting Screen will be restored.

If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

#### 1 Reset Setting>3 Initial by Key Counter Insert

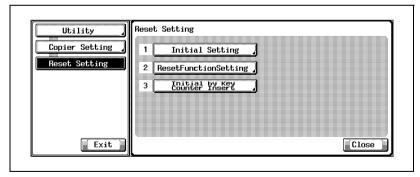
Select to reset or not when inserting the key counter and the copy card.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [3 Copier Setting].
  The Copier Setting Screen will be displayed.
- 3 Touch [1 Reset Setting].



The Reset Setting Screen will be displayed.

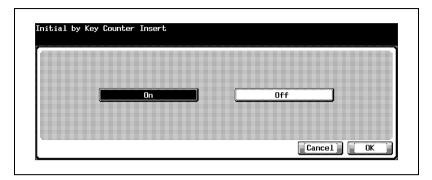
4 Touch [3 Initial by Key Counter Insert].



The Initial by Key Counter Insert Screen will be displayed.

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5 Touch [On] to reset and [Off] not to reset, when inserting the key counter or the copy card.



- 6 Touch [OK] to complete the setting and return to the Reset Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

#### 2 Each Function Setting

The following features can be provided by switching the setting.

#### • Booklet Copy Auto Select

Set the machine with Finisher FS-604 and Trimmer Unit TU-501 mounted to automatically select the Booklet mode when Fold & Staple or Fold mode is selected.

#### • Original Glass AMS

The machine detects the size of the original and selects the appropriate magnification ratio to correspond to the selected paper size.

#### • ADF AMS

After detecting the original size placed in the ADF, the copier automatically selects an appropriate ratio for the copy when copy size is selected manually.

#### • Original Glass APS

The machine automatically selects the same size of copy paper as the original placed on the original glass.

#### • Auto Detect orig. Size in ADF

The machine automatically selects the same size of copy paper as the original placed in the ADF.

#### • Choose Default Tray When APS OFF

Select the tray to be automatically selected when APS is released.

#### • Orig./Out Bind Direction Set

Set the machine to conform to the binding direction of the originals and printed sets each other.

#### • Staple Auto Reset

Staple mode is automatically cancelled after a job is completed with Staple sort mode On.

#### • Original Set/Bind Direction

Select to reset or save the original direction setting made on the Combine Original Setting Screen and the binding position setting made on the Finishing Mode Screen after completion of each copying job.

#### • Status Hold When Auto Reset

When Reset functions, select to reset the Original Glass/ADF mode to the initial setting, or save the previous setting.

#### • Annotation at JOB Completion

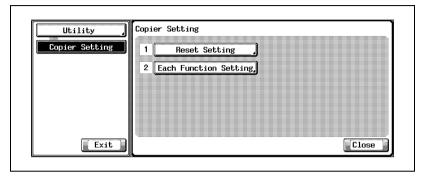
Set the machine to automatically select Annotation after a copying job has been made.

#### • Original Glass Auto Copy Reserve

Set the machine to automatically display the Job Reserve Screen when the current job has completed scanning originals from the original glass and started printing.

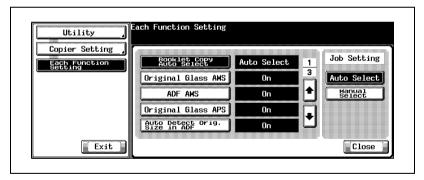
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- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [3 Copier Setting].
  The Copier Setting Screen will be displayed.
- 3 Touch [2 Each Function Setting].



The Each Function Setting Screen will be displayed.

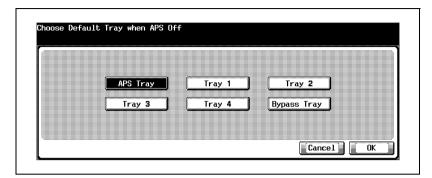
4 Touch the desired key to display the job setting keys of each function.



5 Select On/Off or touch the desired key to each.
There are two setting screens. Touch upper and lower arrow keys to switch between the screens.

Touch [Choose Default Tray when APS Off] to display the selection screen.

Touch the desired tray key, and then touch [OK].



If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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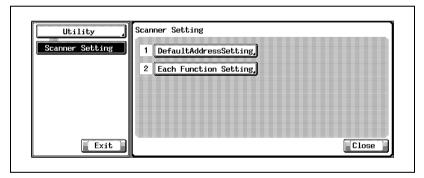
#### 17.6 4 Scanner Setting

#### 1 Default Address Setting

Select the default destination of the image scanned when selecting the Scanner Screen.

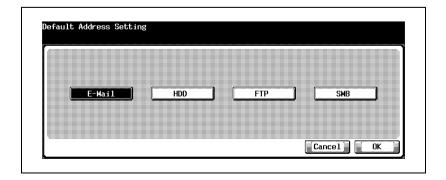
Select one from the following four destinations:

- E-Mail (E-Mail address)
- HDD (Box No.)
- FTP (FTP server address)
- SMB (Shared folder)
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [4 Scanner Setting].
  The Scanner Setting Screen will be displayed.
- 3 Touch [1 Default Address Setting].



The Default Address Setting Screen will be displayed.

4 Touch the desired key for the destination.



- 5 Touch [OK] to complete the setting and return to the Scanner Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### 2 Each Function Setting

Select the default settings for the file form and the resolution when selecting the Scanner Screen.

#### • File Form Setting (E-Mail)

Select the data form for transmitting scanned data attached to an e-mail, from Multi Page PDF, Single Page PDF, Multi Page TIFF, and Single Page TIFF.

#### • File Form Setting (HDD)

Select the data form for saving scanned data to HDD from Multi Page PDF, Single Page PDF, Multi Page TIFF, and Single Page TIFF.

#### • File Form Setting (FTP)

Select the data form for transmitting scanned data to an FTP server from Multi Page PDF, Single Page PDF, Multi Page TIFF, and Single Page TIFF.

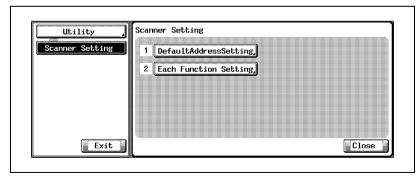
#### • File Form Setting (SMB)

Select the data form for transmitting scanned data to a public folder from Multi Page PDF, Single Page PDF, Multi Page TIFF, and Single Page TIFF.

#### • Default Resolution Setting

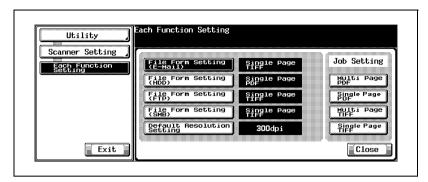
Select the default scanning quality from 600dpi, 400dpi, 300dpi, and 200dpi.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [4 Scanner Setting].
  The Scanner Setting Screen will be displayed.
- 3 Touch [2 Each Function Setting].



The Each Function Setting Screen will be displayed.

4 Touch the desired key to each item on the left side of the screen.



5 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.



#### Detail

When transmitting simultaneously to multiple destinations, the file form setting cannot be specified individually.

When transmitting simultaneously, the file form setting will be selected in the following priority:

E-Mail>HDD>FTP>SMB

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#### 17.7 5 Touch Panel Adjust

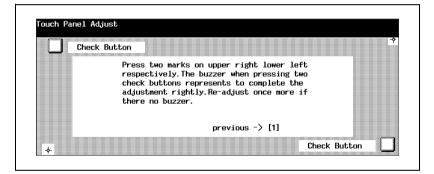
Use this function to check the touch screen and realign the position of the touch sensor that may have shifted.



#### Detail

The Touch Panel Adjust Screen can be displayed on the Utility Screen by pressing [5] of the control panel keypad.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [5 Touch Panel Adjust].
- 3 Touch the [+] symbol at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.



- 4 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 5 Touch each [Check Button] at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- If the coordinates fall out of the range of the standard value in step 4, or the buzzer tone does not sound in step 5, repeat the adjustment procedure from steps 4 to 5 or contact your service representative.
- Press [1] of the control panel keypad to return to the Utility Screen.

# 18 Utility < Administrator

# Setting>

## 18 Utility <Administrator Setting>

#### 18.1 Administrator Setting Outlines

Press the [Utility/Counter] on the control panel to display the Utility Screen. The Utility Screen includes two types of setting items: one in which a user can set and the other in which an administrator is required to enter an administrator password.

This section describes the items which the administrator can set in [6 Administrator Setting] on the Utility Screen, and the procedure of setting these items.

#### Administrator Password

The administrator setting can be specified with entering the administrator password.

Please contact your service representative to set up your administrator password.

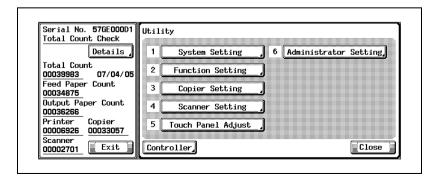
#### How to access the Administrator Setting Menu

Press the [Utility/Counter] on the control panel.

The Utility Screen will be displayed.

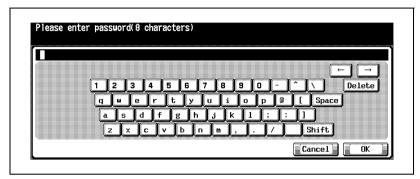


2 Touch [6 Administrator Setting].



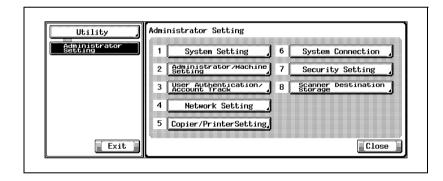
The Password Input Screen will be displayed. When the Password Input Screen is not displayed, proceed to step 4.

3 Enter the eight-digit administrator password, and then touch [OK].



The Administrator Setting Screen will be displayed.

4 Set each function items.



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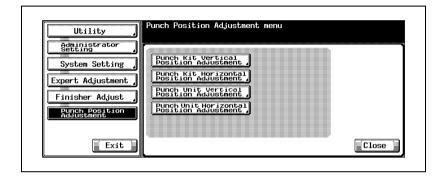
#### Detail

[Close], [Exit], and each directory key on the Utility Screen

Touch [Close] to restore the previous screen.

Touch [Exit] to return to the Basic Screen.

Touch the directory key in the left side of the Utility Screen to display each screen.



### 18.2 List of the Administrator Setting

Specific setting and Description	Default	
1 System Setting		
1 Power Save		
Low Power Mode/Sleep Mode Set the interval time of Low Power and sleep modes. Low Power Mode: 5 min. to 240 min. Sleep Mode: Off to 240 min.	Low Power Mode: 15 min. Sleep Mode: 90 min.	
2 Date/ Time Setting		
Time/Summer Time/Time Zone Setting Set the present time, summer time, and difference in the time setting. Setting Time		
3 Weekly Timer Setting		
Weekly Timer On/Off Setting     Enable or disable the weekly timer function.     Weekly Timer On/Weekly Timer Off	Weekly Timer Off	
2 Time Setting Set the On/Off times in hours and minutes.		
3 Date Setting Set the On/Off condition of the machine for a given month.		
4 Select Time for Power Save Set the machine to turn off and then on during the lunch break. On/Off, Settime for Power Save.	Off	
5 Password for Non-Business Hours Setting The password is required to enter when using the machine by interrupting the Weekly Timer mode. Use this function to set the password.  0000 (4 digits)	0000	
4 Print Management List		
Mode Memory List     Output the list of programmed contents of Mode memory.		
2 User Management List Output the list of contents registered by the user.		
3 Use Management List Output the list of service modes, account values, and ROM version of the machine.		
4 Font Pattern List Output the list of font patterns used with this machine.		
5 Audit Log Report Output the audit log report of the security mode.		

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Specific setting and Descri	ption	Default
5 Prohibit User Operation		
Lock/Delete Mode M Lock/unlock or Delet programmed.	lemory e a mode memory that has been	
Registering and char Permit/prohibit to end Scanner Screen. Allow/Restrict	nging Address ter send address manually on the	Allow
Changing Zoom Rati Permit/prohibit to alt cation ratio. Allow/Restrict	o er already programmed magnifi-	Allow
Change Program Ov- Permit/prohibit to de grammed overlay ima Allow/Restrict	lete or overwrite a title of pro-	Restrict
Scanner Function (E- Permit/prohibit to tra Allow/Restrict	-Mail) nsmit scanned data via E-Mail.	Allow
Scanner Function (HI Permit/prohibit to sa Allow/Restrict	DD) ve scanned data in HDD.	Allow
Scanner Function (F) Permit/prohibit to tra Allow/Restrict	FP) nsmit scanned data to FTP	Allow
Scanner Function (SI Permit/prohibit to tra Allow/Restrict	MB) nsmit scanned data in SMB.	Allow
Annotation by Initial and Permit/prohibit to regularity. Selection Allow/Selection Allow/Selec	ister Annotation function as initial	Selection Allow
6 Expert Adjustment		
Erase Outside of Orig Orig. Glass (1:1)	side area of the original. ginal/On - APS/AMS Only/Except Erase/Rectangle Erase/Auto	Erase Outside of Original Erase Mode:Auto Original Density:Auto
ADF Frame Erasure Set to erase the fram None/1mm/2mm/3m	e when copying in ADF mode.	3mm

Specific setting and Description	Default
Finisher Adjust Make adjustment on Finisher options.  Fold & Staple Stopper Adjustment -128 ~ +127 1step=0.1mm  Half Fold Stopper Adjustment -128 ~ +127 1step=0.1mm  Trimming Stopper Adjustment -128 ~ +127 1step=0.1mm  Hole-Punch Adjustment -50 ~ +50 1step=0.1mm  Z-Fold Position Adjustment -128 ~ +127 1step=0.1mm  Letter Fold Adjustment -128 ~ +127 1step=0.1mm  Second Fold Adjustment -128 ~ +127 1step=0.1mm  Fold & Staple Pitch Adjustment -120 ~ 160 1step=1mm  Fold & Staple Staple Pitch	
Timing Adjustment Make adjustment to control the restart timing.  Printer Top Margin Adjustment -30 ~ +30 1step=0.1mm  Printer Regist Loop Adjust -10 ~ +10 1step=1mm -5 ~ +5 1step=1mm  Printer Pre-Regist ADU: -10 ~ +10 1step=1mm  Tray 1-4: -5 ~ +5 1step=1mm  Lead Edge Margin Selection -20 ~ +40 1step=0.1mm  Top Image (Original Glass) -40 ~ +40 1step=0.1mm  Top Image (ADF) -50 ~ +50 1step=0.1mm  Scanner (ADF) Regist Loop Adjust -10 ~ +10 1step=0.5mm	
Centring Adjustment Make adjustment to control the centring  Printer Left Margin -64 ~ +63 1step=0.1mm  Scanner (Orig. Glass) Left Image -30 ~ +30 1step=0.1mm  Scanner (ADF) Left Image -30 ~ +30 1step=0.1mm	
7 Size Setting	
Original Size Detect Set the detected paper type of the original. Metric/Inch/Metric A Size Paper/Full Size	Metric A Size Paper
Orig. Glass Orig. Size Detect (Small) Set the smallest size when copying by placing the original on the original glass. A5R/5.5×8.5/B5/A4/8.5×11	A5R

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Sp	pecific setting and Description	Default
	8 Paper Setting	
	1 Tray Setting Change the setting of the papersize/type/coloured paper/hole-punch/both size adjust.	
	2 PI Setting Change the detected size of Upper/Lower tray. Upper tray: A5/5.5×8.5; A4R/8.5×11R Lower tray: A5/5.5×8.5; A4R/8.5×11R; 8.5×14/8×13, 8.12×13.2, 8.25×13, 8.5×13	Upper tray: A5/A4R Lower tray: A5/A4R/8×13
	9 LCD Backlight Setting Adjust the backlight of the touch panel.	Standard
	10 Annotation Setting Register, edit or delete the Annotation setting.	
2 /	Administrator/Machine Setting	
	1 Administrator Registration Register the name of the machine manager and the extention number. The registered contents are displayed on the Counter Screen. Name Input: 8 digits/Extension Number Input: 5 digits	
3 (	Jser Authentication/Account Track	
	1 General Settings	
	User Authentication     Set the authentication method and the number of sections to be managed.     User Authentication, Account Authentication, User/Account Auth.Connect, Account Name, Password Input Timing, Account Dirstibute Number	User Authentication (Off), Account Authentication (Off), User/Account Auth.Connect (Off), Account Name (Off), Password Input Timing (At JOB Complete), Account Dirstibute Number (1000)
	2 Account Track Set the section management against each mode and the machine condition when reaching the copy limit. Copy/Printer, Scanner, Select Effect of Reaching Copy Limit (Immediately/After Print/Warning Only)	Copy/Print/Scanner : Not Use Effect of Reaching Copy Limit (Immediately)
	2 Account Track Setting Set the volume track setting. Change, Add or Delete is available. Account No./Account name/Password/Limit	
	3 User Authentication Setting Register, Change, Add or Delete the user authentication when the User Authentication is set in "01>01 Authentica- tion Setting." User No./User Name/Password/Account Name/Useable Function (Copy, Scanner, Store/Recall, Printer)	
	4 Non register/Output Set Set to count the output of non-registered users and sec- tions On/Off	On

-	fic setting and Description	Default
4 Netv	vork Setting	
Se IP	Machine NIC Setting (See page 18-105.) et the NIC settings. Address/Subnet Mask/Gateway Address/IP Address erver PC)/Line Speed Setting	
2 (	Controller NIC Setting	
	1 TCP/IP (See page 18-122.) Set the TCP/IP settings.	
	2 NetWare (See page 18-126.) Set the NetWare settings	
	3 IPP (See page 18-130.) Set the IPP settings.	
	4 FTP (See page 18-133.) Set the FTP settings.	
	5 SNMP (See page 18-136.) Set the SNMP settings.	
	6 SMB (See page 18-138.) Set the SMB settings.	
	7 AppleTalk (See page 18-141.) Set the AppleTalk settings.	
	8 E-Mail (See page 18-143.)	
	9 HDD (See page 18-151.) Set the duration for which scanned data is stored be- fore automatically deleted.	
	10 Alert Mail (See page 18-153.) Specify the alert mail settings.	
	11 CSRC (See page 18-156.) Specify the CSRC settings for services used by a customer engineer.	
	12 AP I/F (See page 18-162.) Specify the AP I/F settings.	
	13 PSWC (See page 18-165.) Set to use PSWC.	
	14 Network Setting Clear (See page 18-167.) Restore the network settings to the factory default setting.	
	15 LDAP (See page 18-169.) Set the LDAP settings.	
	16 SNMP Trap (Seepage 18-175.) Set the SNMP Trap settings.	

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Specific setting and Description	Default	
5 Copier/Printer Setting		
JOB Offset Mode Set the machine to offset the copies/printouts of different jobs. On/Off	Off	
Continuous Print (Print) Set the machine to output multiple reserve jobs in succession. On/Off	Off	
Change Page Number print Pos. (Booklet) Set the page number position when using Booklet with Page Numbering in Stamp. On (Outside Page Print)/Off	Off	
Fixing Prerotation Set The fixing heat adjustment may be necessary as altering the paper type and the weight. The machine rotates the fix- ing roller before printing starts, in order to print at the ap- propriate temperature for the specific paper type and the weight. On/Off	On	
Auto Image Rotation When the trays contain only the paper size different from the original, rotate the image of the original and adjust to fit into the copying paper size On - Always/On - APS/AMS Only/On - APS/AMS/Reduce Only	On - APS/AMS Only	
Suspend Interruption Set the timing to interrupt the present job when pressing [Interrupt] while copying. When Current Set Complete/Stop Immediately	Stop Immediately	
Reserve Copy Function Set the timing for the reserve job either by setting on the Copy Reserve Confirmation Screen, or by placing the orig- inal on the original glass. Enabled by Operation/Enabled by Set Original	Enabled by Operation	
Suspend Scanning When Tray is pulled Set to stop scanning when pulling out the tray. On/Off	On	
Continuous Print(Copy) Set the machine to output multiple reserve jobs in succession On/Off	Off	
Face Up/Down for 1 sheet Set the exit direction when copying one set of the original on the original glass. Face Up/Face Down	Face Down	
Single Feed Auto Setting On/Off	Off	

Specific setting and Description	Default
S System Connection	
1 Call Service Centre Touch [Start] when calling CSRC. Start	
Security Setting	
Administrator Password     Change the machine manager password which is registered in the Service mode menu.	00000000
2 HDD Manage Setting	
Details/Delete     List the details of the folder box, and delete it.     List and delete the details.	
2 Data Auto Delete Set the period of time to keep data so that it will be de- leted automatically when specified period has passed. Not Delete/12 hours/1 day/2 days/3 days/7 days/30 days	Not Delete
3 HDD Lock Password Changing Change the password when accessing data stored in HDD.	
3 Enhance Security Mode Set the Security Strengthen mode. On/Off	Off
3 Scanner Destination Storage Edit or delete the registered scanner address.	

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#### 18.3 1 System Setting

#### 1 Power Save Setting

Specify Low Power Mode or Sleep Mode when setting the Power Save mode manually, and select the interval of time that must elapse before Low Power Mode and Sleep Mode.



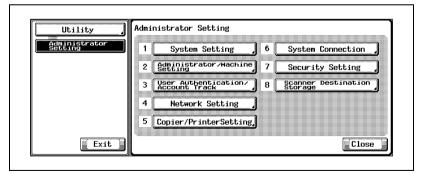
#### Note

The period of time selected for Low Power Mode cannot exceed the Sleep Mode setting.

If the same period of time as Sleep Mode is selected for Low Power Mode, Sleep Mode will function instead of Low Power Mode.

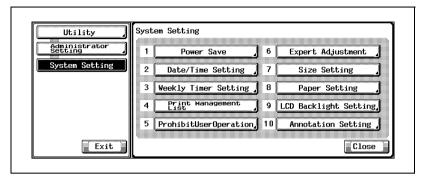
If the period of time selected for Sleep Mode is shorter than that of for Low Power Mode, the period of time for Low Power Mode will be forcibly reset to the same period of time as Sleep Mode. Low Power Mode will not function.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



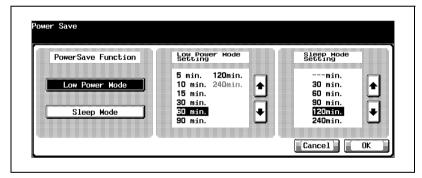
The System Setting Screen will be displayed.

4 Touch [1 Power Save].



The Power Save Screen will be displayed.

5 Specify the Power Save mode to be set manually by pressing the [Power Save] on the control panel, by selecting [Low Power Mode] or [Sleep Mode].



Select the interval of time that must elapse before turning to Low Power Mode automatically.

Touch the Upper/Lower arrow keys in each area to select a specific waiting period before activating Low Power Mode.

The initial setting is 15 minutes.

7 Select the interval of time that must elapse before turning to Sleep mode automatically.

Touch the Upper/Lower arrow keys in each area to select a specific waiting period before activating Sleep Mode.

The initial setting is 90 minutes.

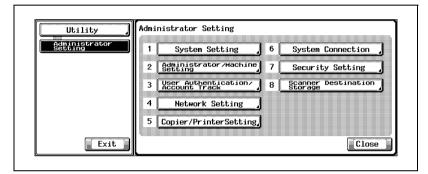
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- 8 Touch [OK] to complete the setting and return to the System Setting Screen.
- 9 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

#### 2 Date/Time Setting

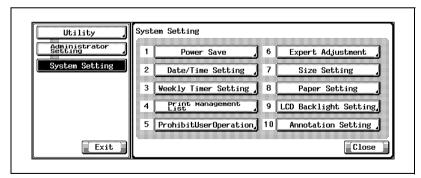
Set the current date and time, the summer time, and also the time difference. The default setting for the summer time is off.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



The System Setting Screen will be displayed.

4 Touch [2 Date/Time Setting].



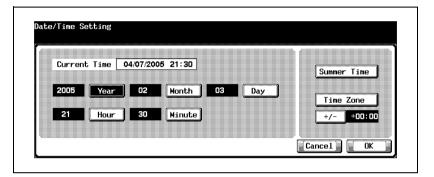
The Date/Time Setting Screen will be displayed.

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5 Adjust the time.

The time indicated by the machine is displayed in the upper line and ordered by date, month, year, and time (in 24-hour expression).

- Touch the desired key to adjust the time, enter the time by using the control panel keypad.
- Touch Set to move the highlighted section to the number to be changed. Repeat the same procedure for month, date, and time.



- Set the summer time.
   The summer time is initially deactivated.
   To activate the summer time (Daylight Savings Time) function, touch [Summer Time] to highlight it. The Present time will gain one hour.
- The Difference in time setting is provided in order to give the time difference information at the same time when an e-mail is received. To set this function, follow the procedure below.
  - Touch [Time Zone].
  - Use the control panel keypad to enter the time difference between the Universal time and the local time in the machine setting area. (e.g. Enter "-0600" for six hours later than the Universal time.)
  - Touch [+/-] to display "+" when the local time is earlier than the Universal time, or "-" when the local time is later.
- Touch [OK] to complete the setting and return to the System Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen

#### 3 Weekly Timer Setting

This function can be accessed only by the Administrator.

- The Weekly Timer is a machine management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.
- In addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

If the Weekly Timer needs to be activated on your machine, contact your service representative.

Conditions required to use the Weekly Timer

- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

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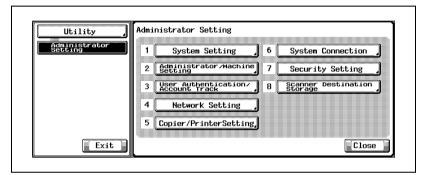
#### 3 Weekly Timer Setting>1 Weekly Timer On/Off Setting

Enable and disable the Weekly Timer function.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

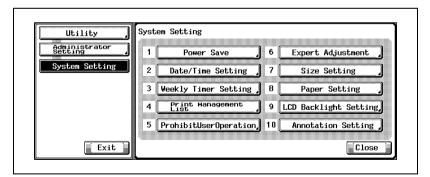
The Administrator Setting Screen will be displayed.

3 Touch [1 System Setting].



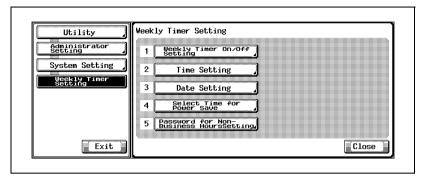
The System Setting Screen will be displayed.

4 Touch [3 Weekly Timer Setting].



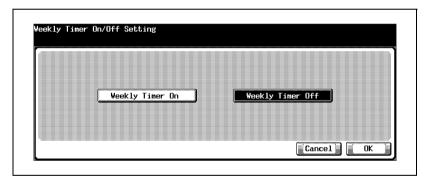
The Weekly Timer Setting Screen will be displayed.

5 Touch [1 Weekly Timer On/Off Setting].



The Weekly Timer On/Off Setting Screen will be displayed.

Touch [Weekly Timer On] to activate Weekly Timer, or touch [Weekly Timer Off] to deactivate Weekly Timer. The default setting is Weekly Timer Off.



The selected key will be highlighted.

- 7 Touch [OK] to complete the setting and return to the Weekly Timer Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 3 Weekly Timer Setting>2 Time Setting

Use this function to set the On/Off times in hours and minutes for each day of the week or set the collective time for the entire week, i.e., the same On/Off time for a certain day of the week.



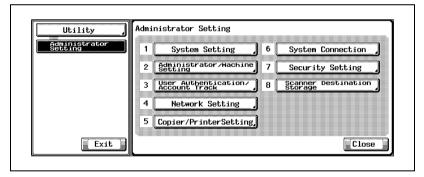
### Note

If On-time and Off-time are the same, the power will not be turned on.

If the setting is 00:00~00:00, you will not be able to set the machine off/on condition for specific days.

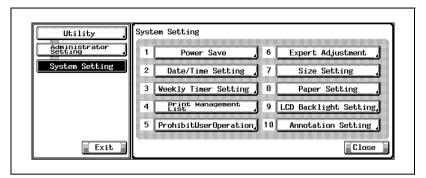
When setting Sunday Off-time, Monday On-time is highlighted again.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



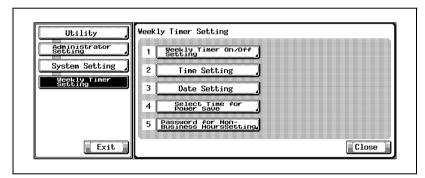
The System Setting Screen will be displayed.

4 Touch [3 Weekly Timer Setting].



The Weekly Timer Setting Screen will be displayed.

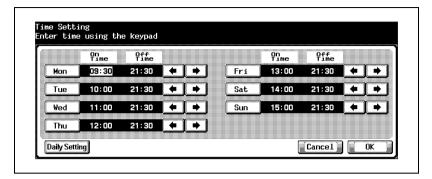
5 Touch [2 Time Setting].



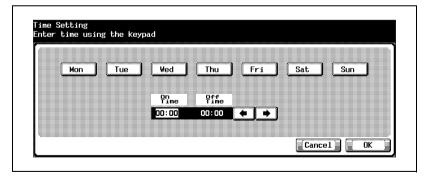
The Time Setting Screen will be displayed. When the Time Setting Screen is displayed, the On-time of Monday is always highlighted.

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Set On-time by entering a two-digit On-hour (ex. 8 a.m. is 08) and a two-digit On-minute (ex. 7 min. is 07) using the control panel keypad, and then touch the right arrow key.



- 7 Set Off-time in the same way. To return to the On-time setting, touch the left arrow key.
- To set the On/Off time collectively for more than one day of the week, touch [Daily Setting].
  - The Daily Setting Screen is displayed. The On and Off times are always set at 00:00~00:00.
- 9 Touch to highlight the day(s) of the week to be set. More than one can be selected at a time.



- 10 Enter the On-time and Off-time using the control panel keypad.
- 11 Touch [OK] to complete the setting and return to the Time Setting Screen.

- 12 Touch [OK] to return to the Weekly Timer Setting Screen.
- 13 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 3 Weekly Timer Setting>3 Date Setting

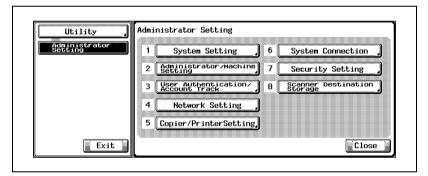
Use this function to set the timer On/Off for a given day of a given month. Set the On-Off condition for specific days individually or collectively for all Mondays through Sundays of the given month.



### Note

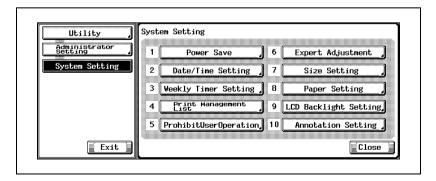
The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



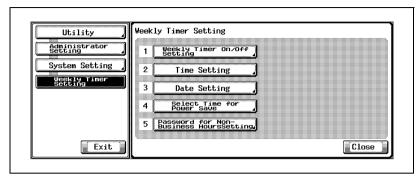
The System Setting Screen will be displayed.

4 Touch [3 Weekly Timer Setting].



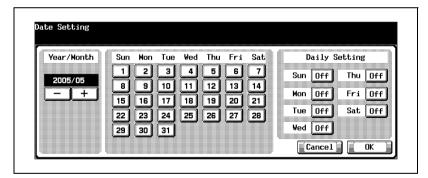
The Weekly Timer Setting Screen will be displayed.

5 Touch [3 Date Setting].



The Date Setting Screen will be displayed.

Use the - and + keys to scroll to the desired year/month. Touch the key for the desired day to activate the timer on the calendar displayed on the centre of the screen.



- 7 Use the keys under Daily Setting to collectively set the on/off data for the entire month by the day of the week.
- If any change is made in the collective setting area, the Date Change Confirmation popup screen will be displayed.

  Touch [Yes] to change the timer action, or touch [No] to cancel.
- 9 Touch [OK] to return to the Weekly Timer Setting Screen.
- 10 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 3 Weekly Timer Setting>4 Select Time for Power Save

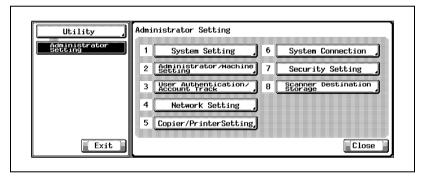
The Weekly Timer function turns the machine On and Off once a day. Use the Select Time for Power Save to shut down the power during the lunch break and then turn it on again according to the Weekly Timer function setting. Only one off-time interval can be programmed.



### Note

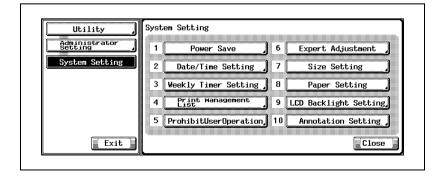
The factory default setting is [Off].

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



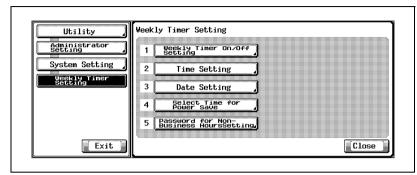
The System Setting Screen will be displayed.

4 Touch [3 Weekly Timer Setting].



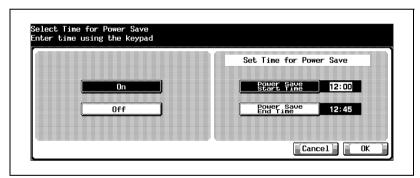
The Weekly Timer Setting Screen will be displayed.

5 Touch [4 Select Time for Power Save].



The Select Time for Power Save Screen will be displayed.

6 Touch [On].

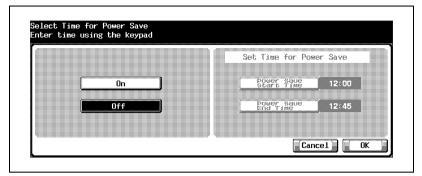


The Power Save Start Time is highlighted. Set the start time by using the control panel keypad.

Touch [Power Save End Time], and set the end time using the control panel keypad.

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7 Touch [Off].



The Set Time for Power Save setting area will appear grayed out and cannot be selected.

- 8 Touch [OK] to return to the Weekly Timer Setting Screen.
- 9 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 3 Weekly Timer Setting>5 Password for Non-Business Hours Setting

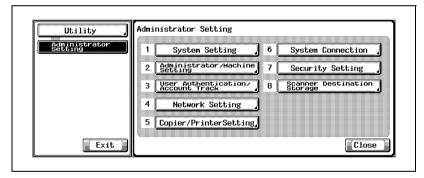
Use this password setting mode to establish a four-digit password required for using the Non-Business Hours Setting function. The default password of 0000 allows the timer function to be disabled without entering the password.



### Note

When the password setting is 0000, the Non-Business Hours function can be used simply by turning the machine off, then on. In this case, you will be asked to enter the duration of use (a period of time to turn the machine power on).

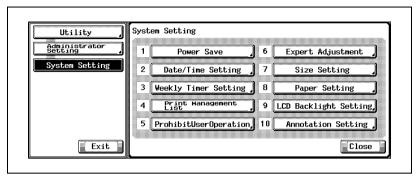
- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  - The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



The System Setting Screen will be displayed.

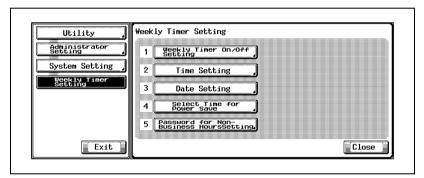
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4 Touch [3 Weekly Timer Setting].



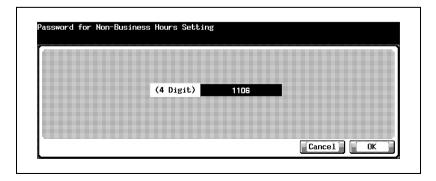
The Weekly Timer Setting Screen will be displayed.

5 Touch [5 Password for Non-Business Hours Setting].



The Password for Non-Business Hours Setting Screen will be displayed.

6 Use the control panel keypad to enter a four-digit password.



- 7 Touch [OK] to return to the Weekly Timer Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# **4 Print Management List**

Use this function to print out the list selected from the following items.

Mode memory list:
 Programmed contents of Mode memory

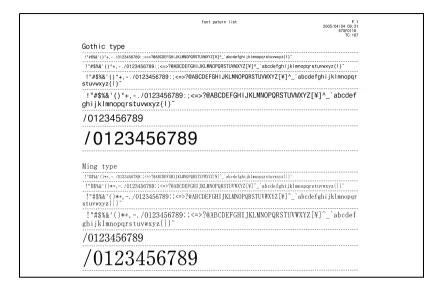
User management list:
 Home position settings selected by user

```
User setting list
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               2005/04/04 09:30
57GF0116
TC:158
       System setting
       Item
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           Setting
   Language setting
Buzzer ON/OFF
Buzzer volume regulation
Buzzer for JOB stop setting
1 SHOT indication time
Panel reset timer setting
Sub area display
Key response time
Warm up screen ON/OFF
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              0ff
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           3 seconds
Off
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           Off
Setting value
Normal
Off
       Item
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           Setting
Item
Feed fray auto selection
Feed fray auto selection
Auto paper type (Paper type)
Auto paper type (Paper type)
Auto paper type (Colored paper)
Auto paper type (Colored paper)
Fine adjust margin
Densi ty shift(Dot matrix)
Densi ty shift(Tot matrix)
Densi ty shift(Photo)
Densi ty s
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           H/Tray4/Tray3/Tray1/Tray2/Bypass/L
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           Decimal off
30 seconds
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           3
Lighter 1
Darker 1
Standard
Standard
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              4 000
```

 Use management list: Information controlled by user authentication or division authentication

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Font pattern list:
 Font patterns used in the machine



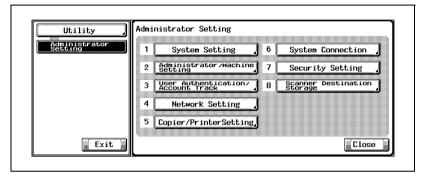
 Audit log report: Audited log

No date/time   id				Audit log	repo	ort				2005	/04/ 5	7GF0	
0321   0205/03/17   16:14   -3   11   NG   0320   0205/03/17   16:13   -2   02   NG   0322   0205/03/17   16:13   -2   02   NG   0322   0205/03/17   16:13   -3   11   NG   0324   0205/03/17   16:13   -3   11   NG   0325   0205/03/17   16:13   -3   11   NG   0325   0205/03/17   16:13   -3   11   NG   0326   0205/03/17   16:13   -3   11   NG   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -1   0325   0205/03/17   16:10   -1   0325   0205/03/17   16:10   -1   04   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -1   05   0325   0205/03/17   16:10   -3   11   NG   0325   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   -3   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205/03/17   16:10   0205	r	action re	esult	No	da	ate/time		id	action	result			
0322   2005/03/17   16:13   -2   02   0K   0322   2005/03/17   16:13   -2   02   0K   0323   2005/03/17   16:13   -3   11   NG   0324   2005/03/17   16:13   -3   11   NG   0325   2005/03/17   16:10   -3   0   0   0   0   0   0   0   0   0	•	02 NG	G	0318	20	05/03/17 1	6:14	-3	11				
0321 2005/03/17 16:13 -2 02 0K 0322 2005/03/17 16:13 -2 0Z MG 0323 2005/03/17 16:13 -3 11 MG 0324 2005/03/17 16:13 -3 11 MG 0325 2005/03/17 16:07 -1 01 MG 0325 2005/03/17 16:07 -2 11 MG 0325 2005/03/17 16:07 -2 11 MG 0325 2005/03/17 16:07 -2 11 MG 0325 2005/03/17 16:07 -3 11 MG 0325 2005/03/17 16:07 -2 02 MG 0325 2005/03/17 16:07 -2 02 MG 0325 2005/03/17 16:07 -3 11 MG				0320	20	05/03/17 1	6:14	-3	11	NG			
0328 2005/03/17 16:13 -3 11 NG 0324 2005/03/17 16:13 -3 11 NG 0325 2005/03/17 16:13 -3 11 NG 0325 2005/03/17 16:13 -3 11 NG 0325 2005/03/17 16:13 -3 11 NG 0326 2005/03/17 16:13 -3 11 NG 0326 2005/03/17 16:13 -3 11 NG 0326 2005/03/17 16:12 -2 06 OK 0326 2005/03/17 16:12 -2 06 OK 0326 2005/03/17 16:12 -1 06 OK 0326 2005/03/17 16:06 -3 04 OK 0326 2005/03/17 16:06 -2 02 NG 0326 2005/03/17 16:06 -3 04 NG 0326 2005/03/17 16:03 -3 04 NG				0322	20	005/03/17 1	6:13		02	NG			
0325 2005(03)17 16:13 -3 11 NG 0326 2005(03)17 16:13 -3 11 NG 0326 2005(03)17 16:13 -2 00 K 0329 2005(03)17 16:13 -3 11 NG 0326 2005(03)17 16:13 -2 00 K 0329 2005(03)17 16:13 -2 00 K 0329 2005(03)17 16:10 -1 06 0 K 0329 2005(03)17 16:10 -1 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -3 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -2 0 C 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 0 K 0 C 0329 2005(03)17 16:10 -1 0 0 0 K 0 C 0329 2005(03)17 16:10 -1		11 NG	G	0324	20	05/03/17 1	6:13	-3	11	NG			
0329 2005/03/17 16:13 -3 11 NG 0328 2005/03/17 16:12 -2 06 0K 0339 2005/03/17 16:17 1-2 02 0K 0330 2005/03/17 16:10 -1 06 0K 0331 2005/03/17 16:07 -1 01 0V 0 0332 2005/03/17 16:07 -1 01 1 NG 0338 2005/03/17 16:07 -2 02 NG 0339 2005/03/17 16:07 -2 02 NG 0349 2005/03/17 16:07 -2 01 NG 0349 2005/03/17 16:07 -3 11 NG 0348 2005/03/17 16:07 -3 11 NG 0348 2005/03/17 16:07 -3 11 NG 0349 2005/03/17 16:07 -2 00 0K 0348 2005/03/17 16:07 -3 11 NG 0349 2005/03/17 16:07 -3 11 NG 0349 2005/03/17 16:07 -3 11 NG 0349 2005/03/17 16:07 -2 00 0K 0348		11 NO	G	0326	20	05/03/17 1	6:13	-3	11	NG			
0329 2005/03/17 16:07 -1 01 0K 0332 2005/03/17 16:07 -1 01 0K 0333 2005/03/17 16:08 -3 11 0K 0 0334 2005/03/17 16:08 -3 11 0K 0 0335 2005/03/17 16:08 -2 02 0K 0 0335 2005/03/17 16:09 -2 02 0K 0 0335 2005/03/17 16:09 -3 11 0K 0 0335 2005/03/17 16:09 -3 10 0K 0 0335 2005/03				0328	20	05/03/17 1	6:12	-2	06	OK			
0331 2005/03/17 16:07 -1 01 0K 0332 2005/03/17 16:07 -1 01 MG 0333 2005/03/17 16:07 -1 01 MG 0333 2005/03/17 16:07 -1 01 MG 0334 2005/03/17 16:06 -3 11 MG 0334 2005/03/17 16:06 -2 02 MG 0334 2005/03/17 16:05 -3 11 MG 0334 2005/03/17 16:05 -3 10 MG				0330	20	05/03/17 1	6:10	-1	06	OK			
0333 2005/0317 16:08 -3 11 NG 0334 2005/0317 16:08 -3 11 NG 0335 2005/0317 16:08 -3 11 NG 0335 2005/0317 16:08 -3 11 NG 0335 2005/0317 16:08 -3 11 NG 0336 2005/0317 16:08 -3 11 NG 0336 2005/0317 16:08 -2 02 NG 0336 2005/0317 16:09 -3 11 NG 0336 2005/0317 16:09 -3 10 NG NG 0336 2								-1					
0335 2005/0317 16:06 -3 11 NG 0338 2005/0317 16:06 -2 01 NG 0339 2005/0317 16:06 -2 11 NG 0339 2005/0317 16:06 -3 11 NG 0339 2005/0317 16:06 -2 102 NG 0340 2005/0317 16:06 -2 102 NG 0341 2005/0317 16:05 -2 102 NG 0341 2005/0317 16:03 -3 11 NG 0349 2005/0317 16:03 -2 10 NG 0349 2005/0317 16:03 -3 11 NG 0349 2005/0317 16:03 -2 10		01 NO	G										
0337 2005/0317 16:08 -3 11 NG 0358 2005/0317 16:06 -2 02 NG 0349 2005/0317 16:05 -2 02 NG 0349 2005/0317 16:05 -3 01 NG 0349 2005/0317 16:03 -3 01 NG 0349 2005/0317 12:04 -1 01 NG 0349 2													
0339 2005/03/17 16:05 -2 02 NG 0344 2005/03/17 16:05 -2 02 NG 0343 2005/03/17 16:05 -2 02 NG 0343 2005/03/17 16:05 -2 02 NG 0343 2005/03/17 16:05 -2 02 NG 0344 2005/03/17 16:06 -2 01 NG 0344 2005/03/17 16:04 -3 11 NG 0345 2005/03/17 16:04 -3 11 NG 0345 2005/03/17 16:04 -3 11 NG 0345 2005/03/17 16:03 -3 10 NG 0345 2005/03/17 16:01 -2 02 05 NG 0345 2005/03/17 16:05 -2 02 05 NG 0345 2005/03/17 12:04 -1 01 05 NG 0345													
0341 2005/03/17 16:05 -2 02 NG 0342 2005/03/17 16:05 -2 02 NG 0343 2005/03/17 16:05 -2 02 NG 0343 2005/03/17 16:05 -2 02 NG 0345 2005/03/17 16:05 -2 02 NG 0345 2005/03/17 16:05 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:02 -2 03 NG 0348 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:02 -2 03 NG 0348 2005/03/17 12:04 -1 01 NG													
0343 2005/03/17 16:05 -2 02 NG 0344 2005/03/17 16:04 -3 11 NG 0345 2005/03/17 16:04 -3 11 NG 0345 2005/03/17 16:03 -3 11 NG 0346 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0349 2005/03/17 16:02 -2 02 02 02 02 02 02 02 02 02 02 02 02 02													
0345 2005/03/17 16:03 -3 11 NG 0346 2005/03/17 16:03 -3 11 NG 0349 2005/03/17 16:03 -3 11 NG 0352 2005/03/17 16:03 -2 03 NG 0352 2005/03/17 16:03 -2 02 NG 0353 2005/03/17 16:02 -2 02 NG 0352 2005/03/17 16:01 -2 02 NG 0352 2005/03/17 16:01 -2 02 NG 0352 2005/03/17 16:01 -2 02 NG 0355 2005/03/17 16:01 -2 02 NG 0355 2005/03/17 15:55 -2 02 NG 0355 2005/03/17 15:55 -2 02 NG 0355 2005/03/17 12:55 -1 01 NG 0355 2005/03/17 12:55 -1 01 NG 0355 2005/03/17 11:55 -1 01 NG 0356 2005/03/17 11:55 -1 01 NG 0375 2005/03/17 11:55 -1 01 NG 0373 2005/03/17 11:50 -1 01 NG						005/03/17 1	6:04						
0347 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0348 2005/03/17 16:03 -3 11 NG 0349 2005/03/17 16:03 -3 11 NG 0349 2005/03/17 16:03 -3 11 NG 0351 2005/03/17 16:03 -3 11 NG 0352 2005/03/17 16:02 -2 03 0K 0352 2005/03/17 16:02 -2 05 0K 0352 2005/03/17 16:03 -2 05 0K 0352 2005/03/17 12:04 -1 01 0K 0352 2005/03/17 12:05 -1 01 0K 0352 2005/03/17 11:05 -1 01 0K													
0349 2005/03/17 16:03 -3 111 NG 0350 2005/03/17 16:03 -3 111 NG 0351 2005/03/17 16:03 -3 111 NG 0351 2005/03/17 16:03 -3 111 NG 0352 2005/03/17 16:02 -2 20 0K 0353 2005/03/17 16:02 -2 20 0K 0353 2005/03/17 16:02 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0355 2005/03/17 16:01 -2 02 0K 0355 2005/03/17 12:04 -1 01 0K 0355 2005/03/17 12:05 -1 01													
0351 2005/03/17 16:03 -3 11 NG 0352 2005/03/17 16:02 -2 03 OK 0353 2005/03/17 16:02 -2 03 OK 0353 2005/03/17 16:03 -2 06 OK 0355 2005/03/17 16:03 -2 02 OK 0355 2005/03/17 16:00 -2 02 OK 0355 2005/03/17 12:04 -1 01 OK 0355 2005/03/17 12:04 -1 01 OK 0355 2005/03/17 12:04 -1 01 OK 0355 2005/03/17 12:00 -1 01 OK		11 NO	Ğ										
0353 2005/03/17 16:02 -2 06 0K 0354 2005/03/17 16:01 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0355 2005/03/17 16:00 -2 02 0K 0356 2005/03/17 16:00 -2 02 0K 0358 2005/03/17 16:55 -2 02 0K 0358 2005/03/17 16:55 -2 02 0K 0358 2005/03/17 16:55 -2 02 0K 0359 2005/03/17 12:24 -1 01 0K 0352 2005/03/17 12:25 -1 01 0K 0352 2005/03/17 11:25 -1 01 0K 03532 2005/03/17 11:25 -1 01													
0355 2005/03/17 16:00 -2 02 0K 0356 2005/03/17 16:00 -2 02 0K 0356 2005/03/17 16:00 -2 02 0K 0357 2005/03/17 15:55 -2 02 0K 0359 2005/03/17 15:55 -2 02 0K 0359 2005/03/17 15:55 -2 02 0K 0359 2005/03/17 12:54 -2 02 0K 0359 2005/03/17 12:04 -1 01 0K 0358 2005/03/17 12:05 -1 01 0K 0358 2005/03/17 11:05 -1 0X 0588 2005/03/17 11:05 -1 0X 05													
0357 2005/03/17 15:55 -2 02 0K 0358 2005/03/17 15:55 -2 02 0K 0358 2005/03/17 15:55 -2 02 0K 0359 2005/03/17 15:55 -2 02 0K 0359 2005/03/17 12:54 -2 02 0K 0359 2005/03/17 12:04 -1 01 0K 0359 2005/03/17 12:05 -1 00 0K													
0359 2005/03/17 15:25 -2 02 0K 0360 2005/03/17 12:54 -2 02 0K 0363 2005/03/17 12:04 -1 01 0K 0361 2005/03/17 12:04 -1 01 0K 0362 2005/03/17 12:02 -1 01 0K 0363 2005/03/17 12:02 -1 01 0K 0364 2005/03/17 12:02 -1 01 0K 0365 2005/03/17 11:05 -1 01 0K 0376 2005/03/17 11:05 -1 0X 05 0376 2005/03/17 11:05 -2 02 0K													
0381         2005/03/17 12:04         -1         01         0K         0382         2005/03/17 12:04         -1         01         0K           0382         2005/03/17 12:09         -1         01         0K         0384         2005/03/17 11:05         -1         01         0K         0384         2005/03/17 11:56         -1         01         0K         0386         2005/03/17 11:28         -1         01         0K         0386         2005/03/17 11:28         -1         01         0K         0386         2005/03/17 11:28         -2         02         0K         08         0386/03/17 11:28         -2         02         0K         0         08         0													
0883 2005/03/17 12:03 -1 01 0K 0364 2005/03/17 12:02 -1 01 0K 0365 2005/03/17 12:02 -1 01 0K 0365 2005/03/17 12:02 -1 01 0K 0365 2005/03/17 11:55 -1 01 0K 0365 2005/03/17 11:55 -1 01 0K 0365 2005/03/17 11:55 -1 01 0K 0369 2005/03/17 11:55 -1 01 0K 0369 2005/03/17 11:55 -1 01 0K 0372 2005/03/17 11:25 -1 01 0K 0372 2005/03/17 11:25 -2 0Z 0K 0373 2005/03/17 11:25 -1 01 0K 0373 2005/03/17 11:25 -2 0Z 0K		01 0	ĸ.										
0365 2005/03/17 12:00 -1 01 0K 0366 2005/03/17 11:56 -1 01 0K 0367 2005/03/17 11:56 -1 01 0K 0367 2005/03/17 11:56 -1 01 NG 0368 2005/03/17 11:55 -1 01 NG 0370 2005/03/17 11:55 -1 01 NG 0371 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:26 -2 02 0K 0373 2005/03/17 11:03 -1 01 0K 0374 2005/03/17 11:26 -2 02 0K													
0387 2005/03/17 11:55 -1 01 NG 0388 2005/03/17 11:56 -1 01 NG 0389 2005/03/17 11:55 -1 01 NG 0389 2005/03/17 11:55 -1 01 NG 0370 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:28 -2 02 0K 0373 2005/03/17 11:03 -1 01 0K 0372 2005/03/17 11:28 -2 02 0K													
0369 2005/03/17 11:55 -1 01 NG 0370 2005/03/17 11:55 -1 01 NG 0370 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:28 -2 02 OK 0373 2005/03/17 11:03 -1 01 OK 0374 2005/03/17 11:02 -2 02 OK													
0371 2005/03/17 11:55 -1 01 NG 0372 2005/03/17 11:28 -2 02 0K 0373 2005/03/17 11:03 -1 01 0K 0374 2005/03/17 11:02 -2 02 0K													
0373 2005/03/17 11:03 -1 01 0K 0374 2005/03/17 11:02 -2 02 0K													
0375 2005/03/17 11:01 -1 01 0K 0376 2005/03/17 10:55 -2 02 0K		01 0		0374				-2	02	OK			

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

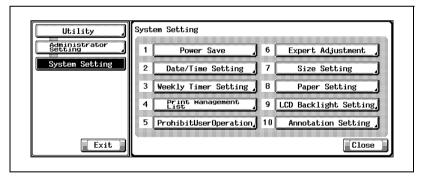
The Administrator Setting Screen will be displayed.

3 Touch [1 System Setting].



The System Setting Screen will be displayed.

4 Touch [4 Print Management List].

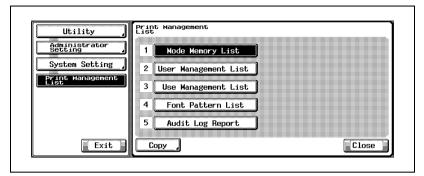


The Print Management List Screen will be displayed.

5 Touch any key to print the list.

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6 Press [Copy].

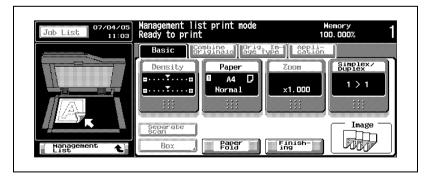


The Copy Screen is displayed.

Press [Start] on the control panel to start printing the selected list. Press [Stop] on the control panel to suspend printing.



8 Touch [Management List] to return to the Print Management List Screen.



- 9 Touch [OK] to return to the System Setting Screen.
- 10 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

## 5 Prohibit User Operation

Use this function to allow or restrict programmed contents of Mode memory.

• Lock/Delete Mode Memory:

Lock/unlock or delete a mode memory that has been programmed. The settings of a locked mode memory cannot be changed.

• Registering and Changing Address:

Allow/restrict to enter send address manually on the Scanner Screen.

• Changing Zoom Ratio:

Allow/restrict to alter already programmed magnification ratio.

• Change Program Overlay:

Allow/restrict to delete or overwrite a title of programmed overlay image.

• Scanner function (E-Mail):

Allow/restrict to transmit scanned data via E-Mail.

• Scanner function (HDD):

Allow/restrict to save scanned data in HDD.

• Scanner function (FTP):

Allow/restrict to transmit scanned data to an FTP server.

• Scanner function (SMB):

Allow/restrict to transmit scanned data to a public folder.

• Annotation by Initial Setting:

Allow/restrict to register Annotation function as initial setting.



### Note

Locked Mode memory is deleted and a lock is cancelled. Note that Mode memory once deleted cannot be recalled.

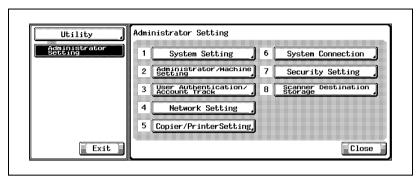
30 Mode memory can be stored. Use [Next] or [Previous] to display the desired Mode memory.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

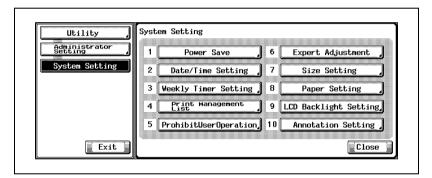
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3 Touch [1 System Setting].



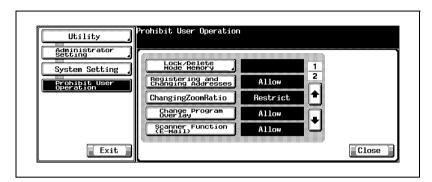
The System Setting Screen will be displayed.

4 Touch [5 Prohibit User Operation].

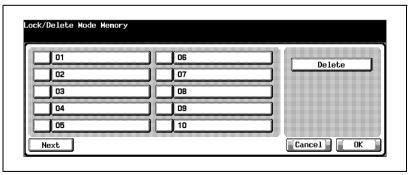


The Prohibit User Operation Screen will be displayed.

- 5 Select to lock or delete the mode memory.
  - Touch [Lock/Delete Mode Memory]. The Lock/Delete Mode Memory Screen is displayed.



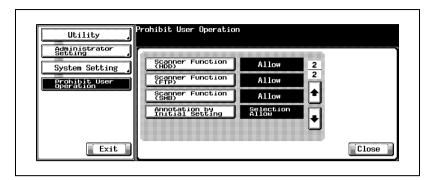
- The programmed name is displayed on the right side of the Mode memory number, when the setting is already programmed.
   Touch the key on the left side of the desired Mode memory number.
   Use the arrow keys to scroll to the desired Mode memory number, if required.
  - Touching the locked key will clear the locking mark and release locking.
  - Touching the key with a name not entered will not lock the key and will not display the lock mark.
- Touch the Mode memory number you want to delete. Use the arrow keys to scroll to the desired Job number, if required. Touch [Delete].
   Selected programs and the name will be deleted from the Mode memory.



Touch [OK] to complete the setting and return to the Prohibit User Operation Screen.

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Touch each item key to display the popup menu on the right side of screen, then select [Allow] or [Restrict].



- 7 Touch [OK] to return to the System Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 6 Expert Adjustment>Non Image Area Erase Setting

Select to delete or not the outside area of the original from the following three ways:

• On - Always:

Set the machine any time to delete the outside area of the original.

• On - APS/AMS Only:

Set the machine to delete the outside area of the original only when APS or AMS is activated.

• Except Orig. Glass (1:1):

Set the machine to delete the outside area of the original except when copying in real size on the original glass.



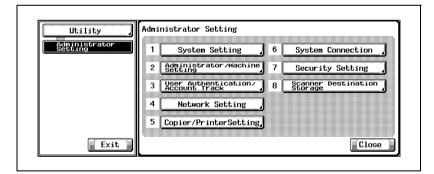
### Note

When [Oblique Erase] or [Rectangle Erase] does not function properly, touch [Auto Erase].

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

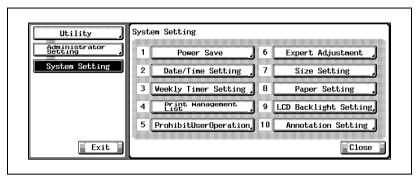
3 Touch [1 System Setting].



The System Setting Screen will be displayed.

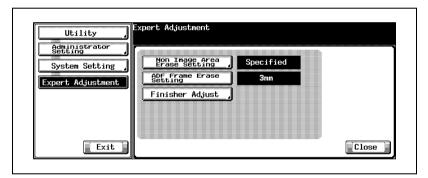
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4 Touch [6 Expert Adjustment].



The Expert Adjustment Screen will be displayed.

5 Touch [Non Image Area Erase Setting].

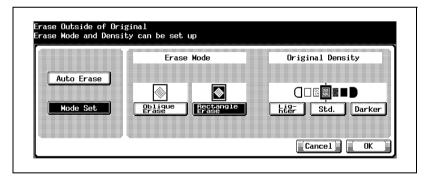


The Non Image Area Erase Setting Screen is displayed.

- 6 Select the condition for erasing a non image area.
  - Touch [Auto Erase].
  - Select to highlight the desired condition.



- Touch [Mode Set] to select the erase mode and the original density.
  - Touch [Oblique Erase] or [Rectangle Erase] to select the erase mode.
  - Touch [Lighter] or [Darker] to set the density level (five levels).
     Touch [Std.] to set the standard density.



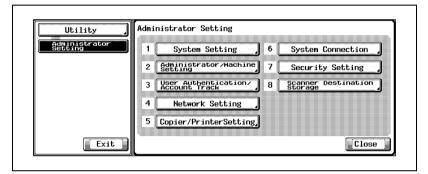
- 8 Touch [OK] to return to the Expert Adjustment Screen.
- 9 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 6 Expert Adjustment>ADF Frame Erasure Setting

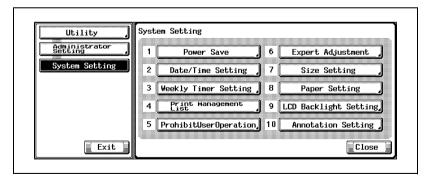
Set Frame Erasure to function anytime when copying in ADF mode, and set the amount of the outside area to be deleted.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



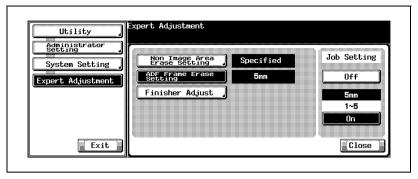
The System Setting Screen will be displayed.

4 Touch [6 Expert Adjustment].



The Expert Adjustment Screen will be displayed.

5 Touch [ADF Frame Erasure Setting].



The Job Setting Screen of the ADF Frame Erasure Setting is displayed on the rightside.

- Touch [On] if setting the outside area. Enter the desired amount of outside area to be deleted. The amount of outside area to be set is between 1 to 5mm; entering a value above 6 mm is invalid. Touch [Off] if deleting the outside area is not necessary. The setting is enabled when it is set.
- 7 Touch [OK] to return to the Expert Adjustment Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 6 Expert Adjustment>Finisher Adjust



### Detail

Selectable items may differ depending upon the configuration of the machine options being installed.

Use this function to set the following items for finisher adjustment.

# • Fold & Staple Stopper Adjustment

Adjust the dislocation of the centre position of staples for the Finisher FS-604.

Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

# • Half fold Stopper Adjustment

Adjust the dislocation of the half fold position for the Finisher FS-604. Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

# • Trimming Stopper Adjustment

Adjust the trim width for the Trimmer Unit TU-501.

Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

## • Hole-Punch Adjustment

Adjust the dislocation of the punch position for the Punch Kit PK-504/505 and the Z-Fold Unit ZU-601/602.

Punch Kit Vertical Position Adjustment: Available range: -50 (wide) to +50 (narrow), 1 step = 0.1mm

Punch Kit Horizontal Position Adjustment: Available range: -50 (wide) to  $\pm$ 50 (narrow), 1 step = 0.1mm

Punch Unit Vertical Position Adjustment: Available range: -50 (wide) to +50 (narrow), 1 step = 0.1mm

Punch Unit Horizontal Position Adjustment: Available range: -50 (wide) to +50 (narrow), 1 step = 0.1mm

# • Z-Fold Position Adjustment

Adjust the dislocation of the z-fold position for the Z-Fold Unit ZU-601/602.

1st Fold Adjustment: Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

2nd Fold Adjustment: Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

# • Letter Fold Adjustment

Adjust the dislocation of the three-fold position for the Finisher FS-604. Available range: -128 (wide) to +127 (narrow), 1 step = 0.1mm

# • 2 Positions Staple Pitch Adjustment

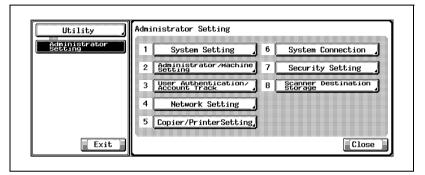
Adjust the dislocation of the 2 positions stapling pitch for the Finisher FS-604.

Available range: 120 (wide) to 160 (narrow), 1 step = 1mm

## • Fold & Staple Staple Pitch Adjustment

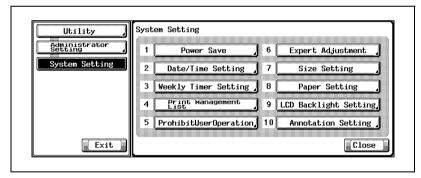
Adjust the centre staple and fold-staple pitch for the Finisher FS-604. Available range: 120 (wide) to 160 (narrow), 1 step = 1mm

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  - The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



The System Setting Screen will be displayed.

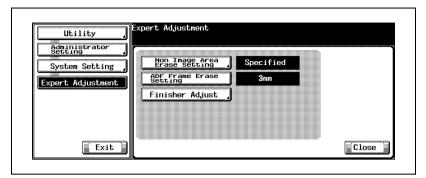
4 Touch [6 Expert Adjustment].



The Expert Adjustment Screen will be displayed.

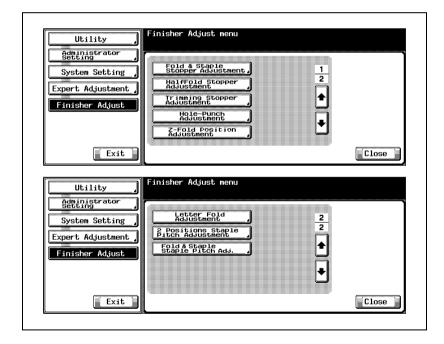
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5 Touch [Finisher Adjust].

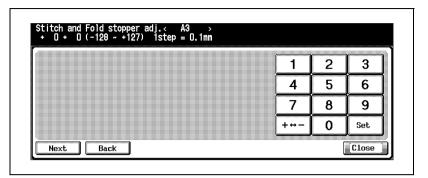


The Finisher Adjust Screen is displayed.

Touch any desired key of adjustment items. The adjustment screen is displayed.



7 Touch [Next] or [Back] to select a desired paper size and a paper feed tray.



- 8 Select + and by touching the [+--] key on the touch screen keypad, and touch [Set].
- 9 Touch [Close] to return to the Finisher Adjust Screen.
- 10 Touch [Close] to return to the Expert Adjustment Screen.
- 11 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 6 Expert Adjustment>Timing Adjustment



### Detail

By default, the Timing Adjustment key is not displayed. Contact your service representative.

Use this function to set the following items for timing adjustment when printing or scanning.

# Printer Top Margin Adjustment

Adjust the top margin.

Available range: =30 (wide) to +30 (narrow), 1 step = 0.1mm

# • Printer Regist Loop Adjust

Adjust the amount of registered loop based on a paper feed tray (trays 1 to 4), a bypass tray, and ADU.

Available range: -10 (wide) to +10 (narrow), 1 step = 1mm

Tray Side 1: Available range: -5 (wide) to +5 (narrow), 1 step = 1mm

## • Printer Pre-Regist

Adjust the amount to pre-register based on a paper tray (trays 1 to 4), a bypass tray, and ADU.

Available range: -10 (wide) to +10 (narrow), 1 step = 1mm

Tray 1 to 4: Available range: -5 (wide) to +5 (narrow), 1 step = 1mm

# • Lead Edge Margin Selection

Adjust the amount of image erase from the edge of the sheet. Available range: -20 (wide) to +40 (narrow), 1 step = 0.1mm

### • Top Image (Original Glass)

Adjust the restart timing in scanning the original with the original glass.

Available range: -40 (fast) to +40 (slow), 1 step = 0.1mm

# • Top Image (ADF)

Adjust the restart timing in scanning the original with ADF.

Available range: -50 (fast) to +50 (slow), 1 step = 0.1mm

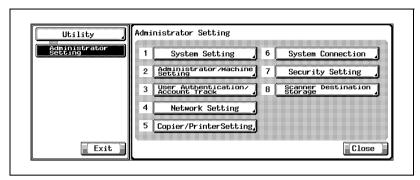
# • Scanner (ADF) Regist Loop Adjust

Adjust the amount of registered loop in scanning the original with ADF. Available range: -10 (short) to +10 (long), 1 step = 0.5mm

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

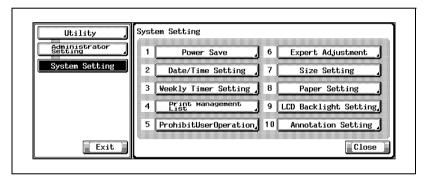
The Administrator Setting Screen will be displayed.

3 Touch [1 System Setting].



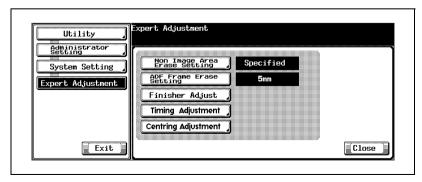
The System Setting Screen will be displayed.

4 Touch [6 Expert Adjustment].



The Expert Adjustment Screen will be displayed.

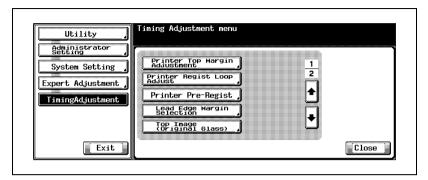
5 Touch [Timing Adjustment].



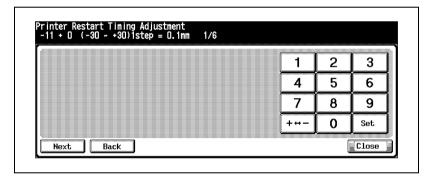
The Timing Adjustment Screen is displayed.

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Touch any desired key of adjustment items. The adjustment screen is displayed.



7 Touch [Next] or [Back] to select a desired paper feed tray and an output order (face up or face down).



- Select + and by touching the [+--] key on the touch screen keypad, and touch [Set].
- 9 Touch [Close] to return to the Timing Adjust Screen.
- 10 Touch [Close] to return to the Expert Adjustment Screen.
- 11 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 6 Expert Adjustment>Centring Adjustment



### Detail

By default, the Centring Adjustment key is not displayed. Contact your service representative.

Use this function to set the following items for centring adjustment to the direction of paper feed.

## • Printer Left Margin

Adjust to control image centring to the direction of paper feed. Available range: -64 (forward) to +63 (backward), 1 step = 0.1mm

# • Scanner (Orig. Glass) Left Image

Adjust to control scanned image centring with the original glass. Available range: -30 (forward) to +30 (backward), 1 step = 0.1mm

# • Scanner (ADF) Left Image

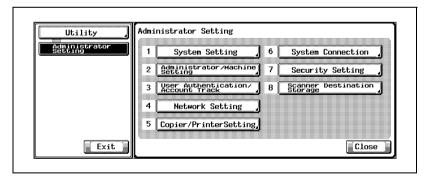
Adjust to control image centring with ADF.

Available range: -30 (forward) to +30 (backward), 1 step = 0.1mm

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

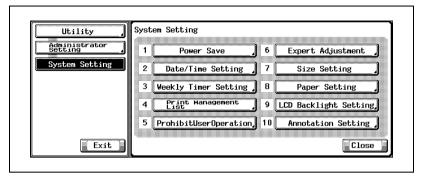
3 Touch [1 System Setting].



The System Setting Screen will be displayed.

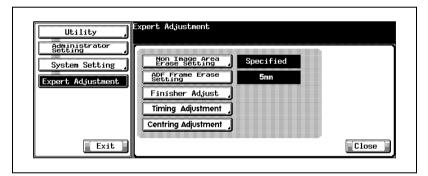
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4 Touch [6 Expert Adjustment].



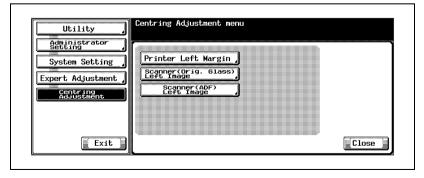
The Expert Adjustment Screen will be displayed.

5 Touch [Centring Adjustment].



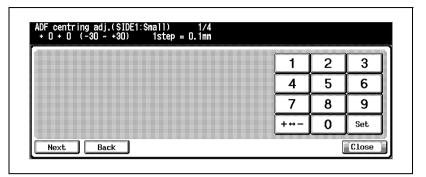
The Centring Adjustment Screen is displayed.

6 Touch any desired key of adjustment items.



The adjustment screen is displayed.

If [Next] and [Back] is displayed, Touch them to select a desired output order (face up or face down).



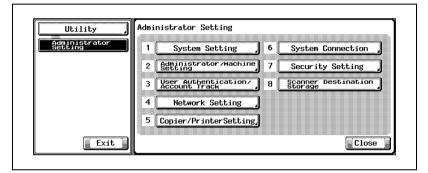
- Select + and by touching the [+--] key on the touch screen keypad, and touch [Set].
- 9 Touch [Close] to return to the Centring Adjustment Screen.
- 10 Touch [Close] to return to the Expert Adjustment Screen.
- 11 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 7 Size Setting

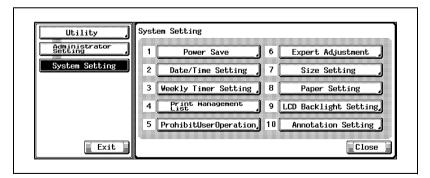
Use this function to select the detected paper type of the original and the minimum size of the original placed on the original glass.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



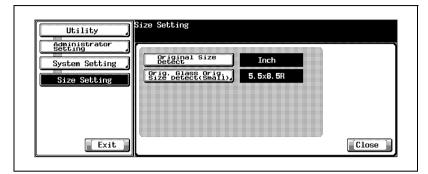
The System Setting Screen will be displayed.

4 Touch [7 Size Setting].

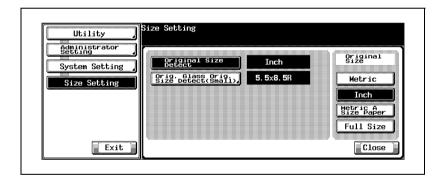


The Size Setting Screen will be displayed.

Select the paper type to be detected in ADF mode or when the original is placed on the original glass. Touch [Original Size Detect].



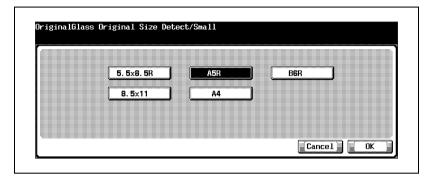
The Original Size popup menu is displayed on the right side. Touch any key under [Original Size]. The setting is enabled when it is set.



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Select the minimum size of the original to be detected in APS mode. Touch [Orig. Glass Orig. Size Detect (Small)].

The Original Glass Original Size Detect/Small Screen is displayed. Touch the desired key to highlight it.



- 7 Touch [OK] to return to the Size Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

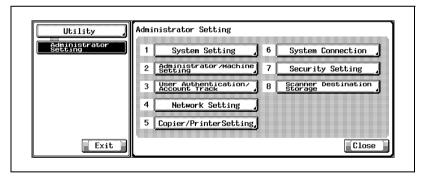
# 8 Paper Setting>1 Tray Setting

This machine provides the features to adjust a paper feed tray based on the paper type/weight and a paper size setting based on paper size being used. See page 15-3 for the detailed information on the tray setting and the size setting when copying with the paper feed trays and Large Capacity Unit.

# 8 Paper Setting>2 PI Setting

Use this function to change the paper size for the Post Inserter PI-501.

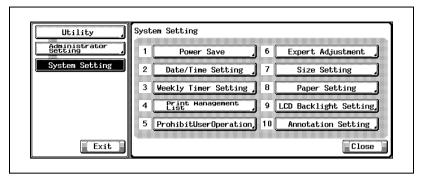
- Upper Tray Search Size
   If 5.5×8.5 is selected, the machine will automatically detect 5.5×8.5 instead of A5. Similarly, if 8.5×11R is selected, 8.5×11R instead of A4R.
- Lower Tray Search Size
   If 5.5×8.5 is selected, the machine will automatically detect 5.5×8.5 instead of A5. Similarly, the 8.5×11R will be detected instead of A4R, and the 8.5×14 will be detected instead of 8.5×13.
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



The System Setting Screen will be displayed.

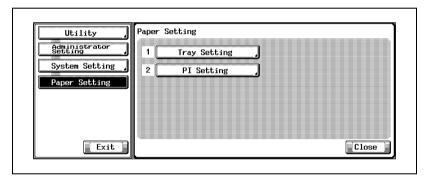
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4 Touch [8 Paper Setting].



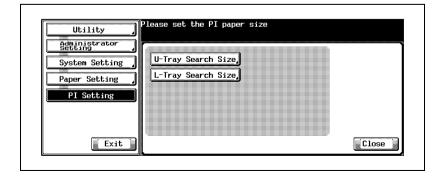
The Paper Setting Screen will be displayed.

5 Touch [2 PI Setting].

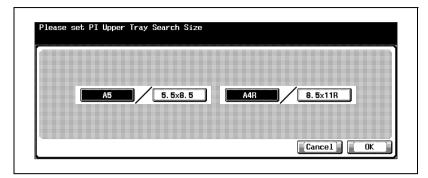


The PI Setting Screen is displayed.

6 Set the PI upper tray search size. Touch [U-Tray Search Size].

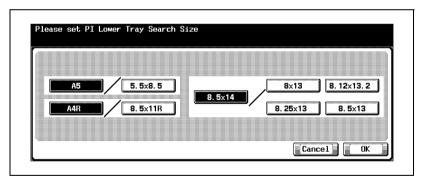


The U-Tray Search Size Setting Screen is displayed. Touch any desired key to highlight it.



Touch [OK] to complete the setting to return to the previous screen.

Set the PI lower tray search size.
 Touch [L-Tray Search Size].
 The L-Tray Search Size Setting Screen is displayed.
 Touch any desired key to highlight it.



Touch [OK] to complete the setting to return to the previous screen.

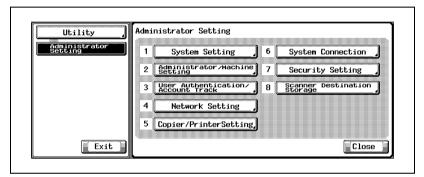
Touch [Close] to return to the Paper Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 9 LCD Backlight Setting

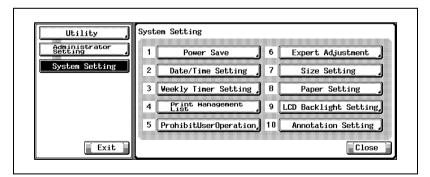
Use this function to adjust the backlight of the touch panel.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
- The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



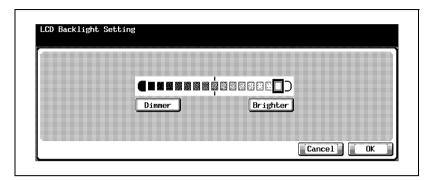
The System Setting Screen will be displayed.

4 Touch [9 LCD Backlight Setting].



The LCD Backlight Setting Screen will be displayed.

5 Touch [Dimmer] or [Brighter] to set the desired brightness of the touch panel.



Touch [OK] to return to the System Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 10 Annotation Setting

Use this function to newly register, edit, or delete annotations.

For setting an annotation, the following items are provided:

Title

Enter the title of annotation within 12 alphanumerical characters.

Item 1, 2, and 3

Specify the contents of each item in printing order, from among Type In, Date/Time, and Annotation No. along with character size and font.

Type In

When selecting Type In as an item of the annotation, specify the words to be printed within 40 alphanumerical characters.

Date/Time

When selecting Date/Time as an item of the annotation, specify the style to be printed.

Date: 5 styles provided (04/11/23, 11/23/'04, 23/11/'04, Nov 23, 2004, 23 Nov. 2004)

Time: 3 styles provided (No Display, 1:23 PM, 13:23)

Annotation No.

When selecting Annotation No. as an item of the annotation, specify words (referred as Type In) within 20 alphanumerical characters and start number of Annotation Number (numbering) within 9 alphanumerical characters in a row, and select whether to print Type In and Annotation Number.

When selecting Annotation Number to be printed, also select the print form between All Digit and Effective Digit.

Character Set

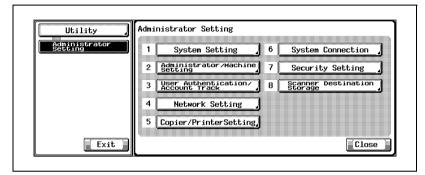
Specify the character size and font of the item to be printed as annotation.

(Character size: 8/10/12/14 point, Font: Gothic/Ming)

Combination method for items

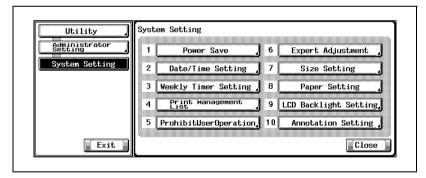
Select whether to print the specified items in a line or in three lines.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  - The Administrator Setting Screen will be displayed.
- 3 Touch [1 System Setting].



The System Setting Screen will be displayed.

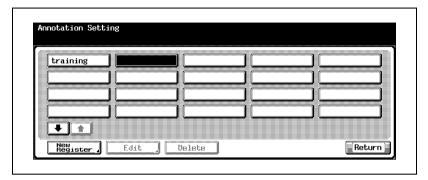
4 Touch [10 Annotation Setting].



The Annotation Setting Screen will be displayed.

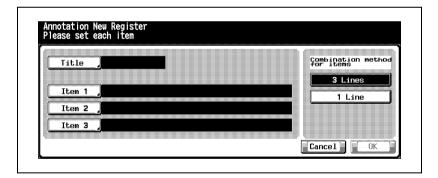
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- 5 Register an annotation.
  - Touch a non-registered title key on the Annotation Setting Screen, then touch [New Register].

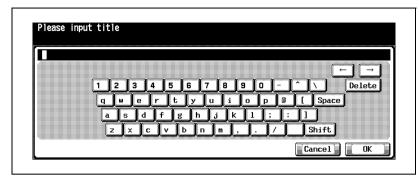


The Annotation New Register Screen will be displayed. If selected title key has already been registered, [New Register] remains dimmed and cannot be touched.

Specify the title of annotation.
 Touch [Title] to display the Input Title Screen.

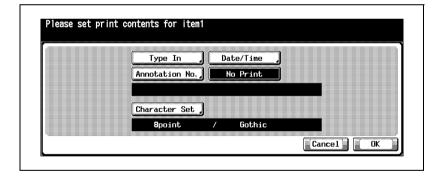


Enter the desired title, then touch [OK].



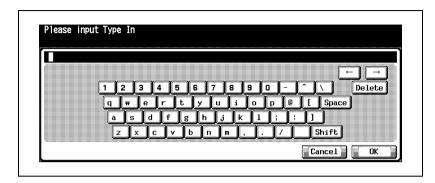
Without the title specified, the [OK] key on the Annotation Setting Screen remains dimmed and cannot be touched to complete the setting.

Touch [Item 1] to specify the first line of the annotation.
 Touch one of the key from [Type In], [Date/Time], [Annotation No.], and [No Print] to select it.



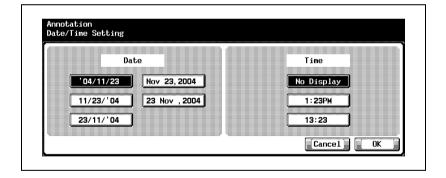
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When [Type In] is selected:
 The Input Type In Screen will be displayed.
 Enter the desired words to be printed, then touch [OK].

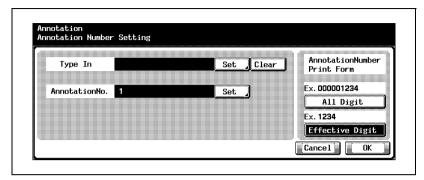


When [Date/Time] is selected:
 The Date/Time Setting Screen will be displayed.

 Select the desired style for each from 5 Date keys and 3 Time keys, then touch [OK].



When [Annotation No.] is selected:
 The Annotation No. Setting Screen will be displayed.



To specify the Type In words, touch [Set] on the right side of Type In indication to display the Input Type In Screen, enter the desired words, then touch [OK]. To clear the specified words and leave the line blank, touch [Clear] next to [Set].

To specify the Annotation Number, touch [Set] on the right side of Annotation Number indication to display the Input Annotation Number Screen, enter the start number, then touch [OK].

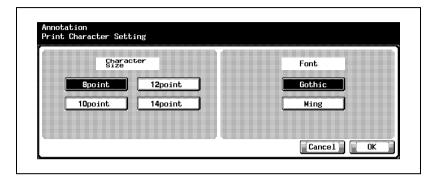
Touch [All Digit] or [Effective Digit] to select the print form of the serial number.

Touch [OK] on the Annotation Number Setting Screen to complete the setting.

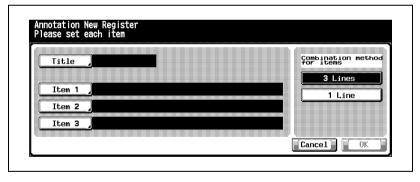
When [No Print] is selected:
 The key will be highlighted, and the Item 1 will not be printed.

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When [Character Set] is selected:
 Touch [Character Set] to specify the character size and font type of the Item 1. The Print Character Setting Screen will be displayed.
 Select the desired size from 4 Character Size keys, and font type between the two font keys, then touch [OK].



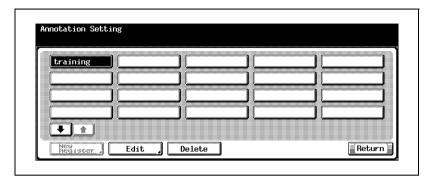
- Repeat the above step to specify the Item 2 and Item 3.
- Touch [3 Lines] or [1 Line] under the Combination method for items indication to select the desired print style of the annotation.



Touch [OK] to complete the setting, or touch [Cancel] to clear the setting. The Annotation Setting Screen will be restored.

# 6 Edit an annotation.

 Touch the registered title key on the Annotation Setting Screen, then touch [Edit].



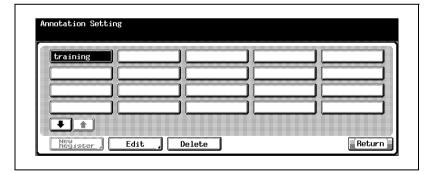
The Annotation Edit Screen will be displayed.

Edit the selected annotation, then touch [OK] to complete the setting, or touch [Cancel] to clear the setting.

The Annotation Setting Screen will be restored.

# 7 Delete an annotation.

 Touch the registered title key on the Annotation Setting Screen, then touch [Delete].



A popup menu will be displayed to confirm that the selected register will be deleted.

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- Touch [Yes] to delete, or [No] to cancel.



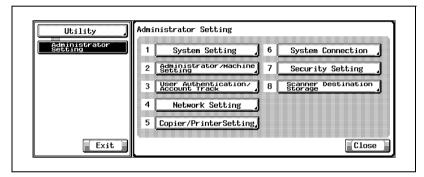
Touch [Return] to return to the System Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 18.4 2 Administrator/Machine Register

# 1 Administrator Registration

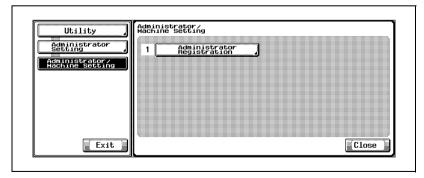
Use this function to register the administrator name and the extension number which are displayed on the left side of the Utility Screen.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [2 Administrator/Machine Setting].



The Administrator/Machine Setting Screen will be displayed.

4 Touch [1 Administrator Registration].



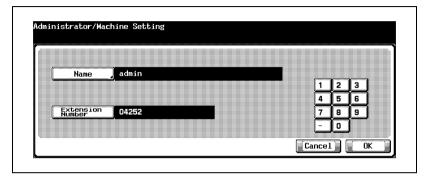
The Administrator Registration Setting Screen will be displayed.

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5 Enter an administrator name.

Touch [Name] to display the Administrator Name Input Screen. Use the touch panel keypad to register the administrator name. The eight characters including a hyphen (-) can be entered.

Touch [OK] to complete the setting to return to the previous screen.

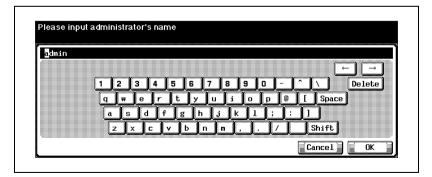


6 Enter the extension number.

Touch [Extension Number] to highlight it and enter the extension number of the administrator on the right side of Extension Number using the touch panel keypad.

The five-digit numbers including a hyphen (-) can be entered.

When the extension number is below five digits, enter hyphens to make it five. If the hyphen is entered as the first number, it is displayed as a space on the Help Screen. The number which is entered will be displayed from the last digit, and it is shifted leftward as a next number is entered.



7 Touch [OK] to return to the Administrator Registration Setting Screen. If further changes are required, touch the desired key.

# 18.5 3 User Authentication/Account Track

# 1 General Settings>1 User Authentication

Establish the authentication settings by combining the following six elements.

## • User Authentication:

Enter the user name and the user password.

### • Account Authentication:

Enter the account password.

## • User/Account Auth. Connect:

When User Authentication and Account Authentication are set to ON and User/Account Auth. Connect is set to ON, Account Authentication is not required to enter.

## • Account Name:

Enter the account name. (Account Name cannot be selected when Account Authentication is set to Off.)

# • Password Input Timing:

Set the timing of entering the password.

### • Account Distribute Number:

Enter the number of accounts. The total number of authentication to be distributed is 1,000 for both a user and an account. The remaining number from which the number of accounts is subtracted from 1,000 will be distributed as user authentication.



#### Detail

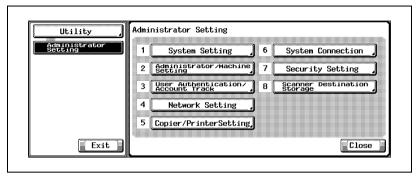
It is recommended to distribute authentication for both the user and the account, otherwise either party cannot be assigned authentication if it is distributed to only one party.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

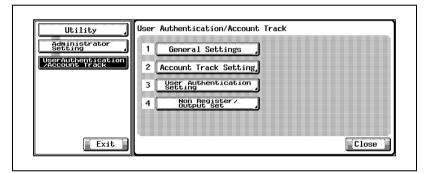
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3 Touch [3 User Authentication/Account Track].



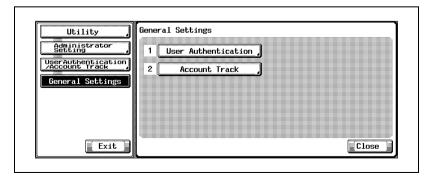
The User Authentication/Account Track Screen will be displayed.

4 Touch [1 General Settings].



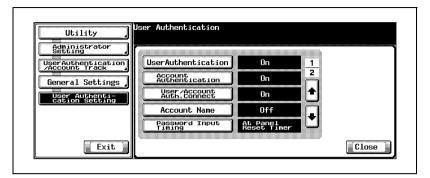
The General Settings Screen will be displayed.

5 Touch [1 User Authentication].



The User Authentication Screen is displayed.

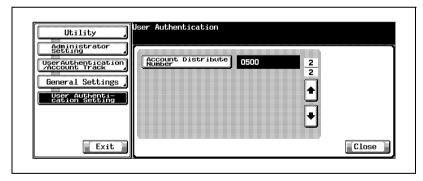
6 Select [On] or [Off] on the right side of User Authentication, Account Authentication, User/Account Auth. Connect, and Account Name.



- Touch [Password Input Timing] to select [At Panel Reset Timer] or [At JOB Complete] on the right side of Password Input Timing.
- 8 Touch the down arrow key and then touch Account Distribute Number to highlight it.

Enter the number to distribute using the touch panel keypad.

The setting is enabled when it is set.



Touch [Close] to return to the General Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 1 General Settings>2 Account Track

Use this function to set Copier/Printer or Scanner jobs managed by the account, and select the machine condition in which the machine stops due to reaching the copy limit.



#### Detail

If Copier/Printer or Scanner is set to Off when Account Authentication is set to On on the [General Settings] Screen, the account password is not required to enter for authentication. In this case, job count and copy limit count will be suspended.

When [Immediately] of Select Effect of Reaching Copy Limit is selected, the job is immediately suspended as soon as the copy limit is reached. In this case, copying conditions, output data, and scanned data will not be hold. In order to continue the job with the same account password, change the number of the copy limit which is set to the account password or reset counting.

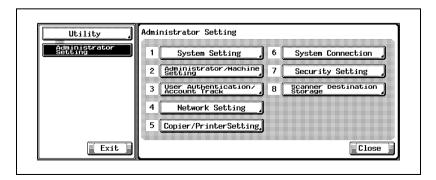
When [After Print] is selected, the machine stops after completing the job as reaching the copy limit. The message "Copy limit reached" is displayed, and the machine stops its operation.

When [Warning Only] is selected, the message "Copy limit reached" is displayed as reaching the copy limit, and the next job can be continuously executed.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

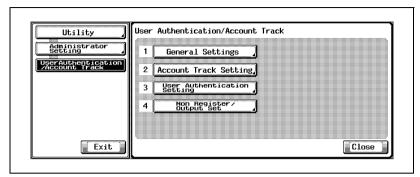
The Administrator Setting Screen will be displayed.

3 Touch [3 User Authentication/Account Track].



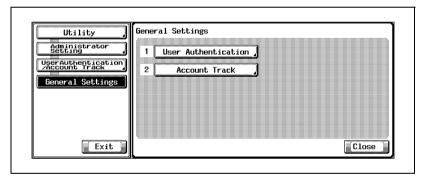
The User Authentication/Account Track Screen will be displayed.

4 Touch [1 General Settings].



The General Settings Screen will be displayed.

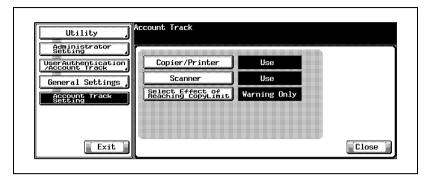
5 Touch [2 Account Track].



The Account Track Screen is displayed.

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Touch [Copier/Printer] to select [Use] or [Not Use] on the right side of Copier/Printer.

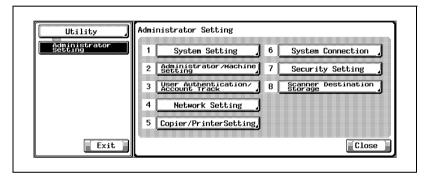


- 7 Touch [Scanner] to select [Use] or [Not Use] on the right side of Scanner.
- Touch [Select Effect of Reaching Copy Limit] to select [Immediately], [After Print], or [Warning Only] on the right side of Select Effect of Reaching Copy Limit.
- 9 Touch [Close] to return to the General Settings Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 2 Account Track Setting

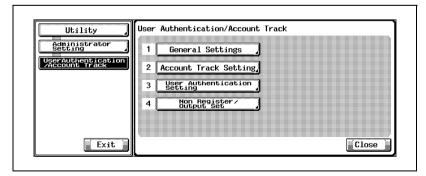
Use this function to assign a number to each account, and set an account name, password and limit value to each number. The registered account management setting is listed on the screen. Select the account management setting from the list, and change, reset or delete the setting.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [3 User Authentication/Account Track].



The User Authentication/Account Track Screen will be displayed.

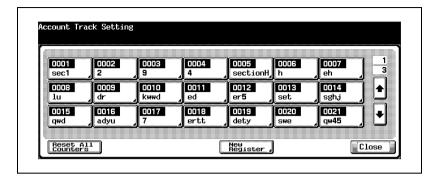
4 Touch [2 Account Track Setting].



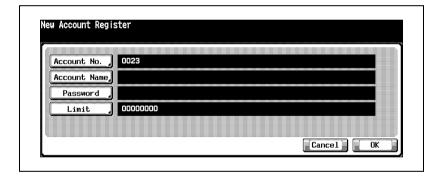
The Account Track Settings Screen will be displayed.

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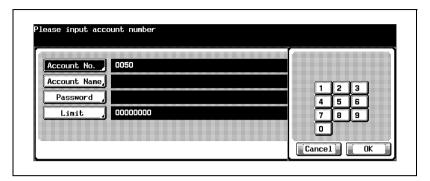
- 5 Follow the instructions below for registering a new account setting.
  - Touch [New Register] to display the New Account Register Screen.



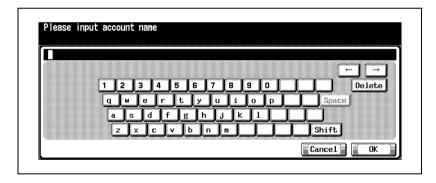
- Touch [Account No.] to display the input screen.



Enter the account number, then touch [OK]. You may enter four digits for the account number.

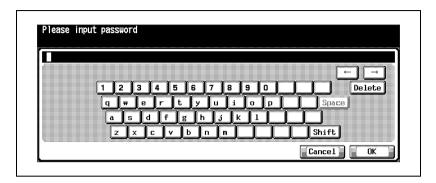


Touch [Account Name] to display the input screen. Enter the account name and touch [OK]. You may enter eight characters for the account name. For the details on entering texts in the input screen, see the appendix.

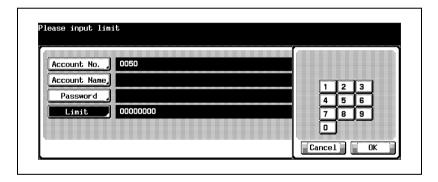


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 Touch [Password] to display the input screen. Enter the password and touch [OK]. You may enter eight digits for the password. For the details on entering texts in the input screen, see the appendix.

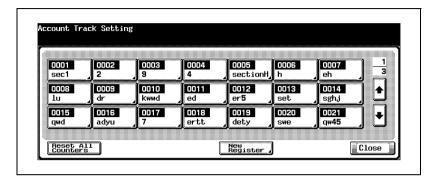


 Touch [Limit] to display the input screen. Enter the copy limit value and touch [OK]. You may enter eight digits for the copy limit.

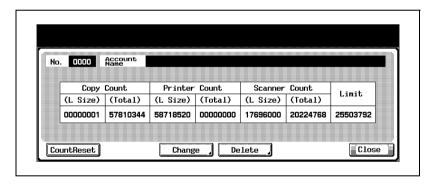


Touch [OK] to complete the setting.
 The message will be displayed when the changed password or account name is duplicated. Enter another password or account name.

- 6 Follow the instructions below for changing an account setting.
  - Touch the up or down arrow key to display the account name to be changed and touch it to display the Individual Account Counter Screen.

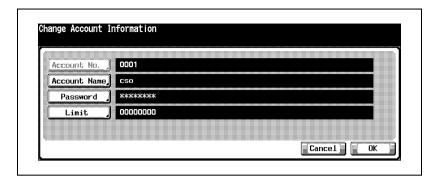


Touch [Change] to display the Change Registered Account Screen.

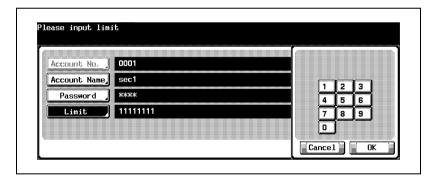


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Touch the desired item to be changed and display the input screen.

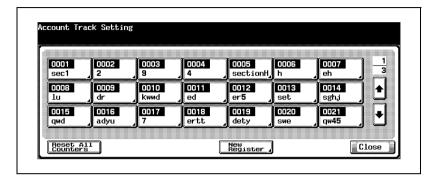


- Enter the new setting. For the details on entering texts in the input screen, see the appendix. You may enter eight digits for the password, eight characters for the account name.
- Touch [Limit] to display the input screen. Enter the copy limit value and touch [OK]. You may enter eight digits for the copy limit.

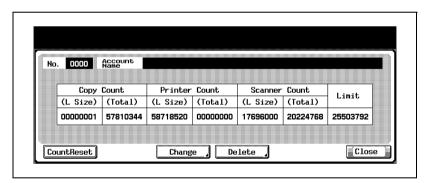


Touch [OK] to complete the setting.
 The message will be displayed when the changed password or account name is duplicated. Enter another password or account name.

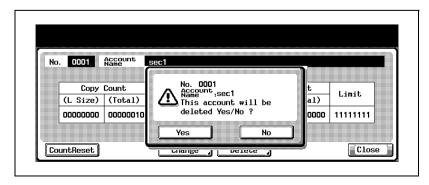
- 7 Follow the instructions below for deleting the account setting.
  - Touch the up or down arrow key to display the account name to be deleted and touch it to display the Individual Account Counter Screen.



Touch [Delete] to display the Delete Confirmation popup screen.

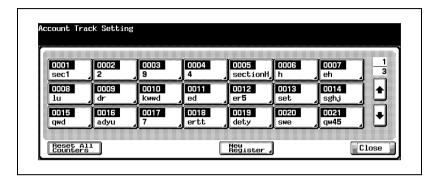


Touch [Yes] to delete, or touch [No] to cancel.

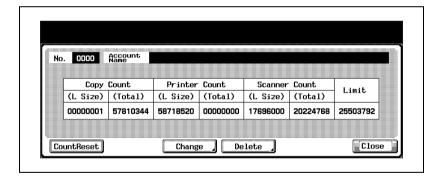


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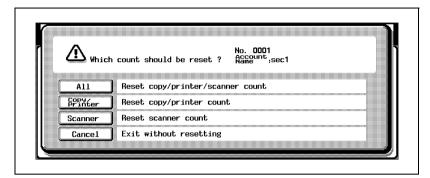
- 8 Follow the instructions below for resetting the copy count.
  - Touch the up or down arrow key to display the account name to reset the count and touch it to display the Individual Account Counter Screen.



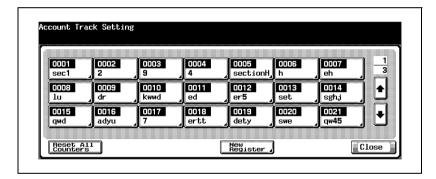
 Touch [Count Reset] to display the Reset Confirmation popup screen.



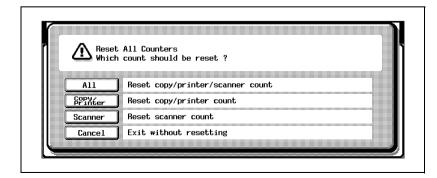
Touch any key to reset. Touch [Cancel] when not resetting.



- 9 Follow the instructions below for resetting all count.
  - Touch [Reset All Counters] to display the Reset All Counters Confirmation popup screen.



- Touch any key to reset. Touch [Cancel] when not resetting.



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- 10 Touch [Close] to complete the setting and return to the User Authentication/Account Track Screen.
- 11 Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 3 User Authentication Setting

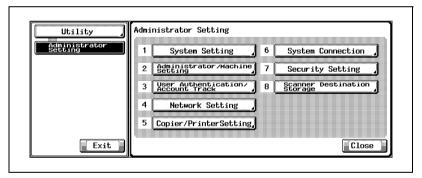
Use this function to assign a number to each user, and set a user name, password and limit value to each number. The registered user setting is listed on the screen. Select the user setting from the list, and change, reset or delete the setting.



#### Detail

When User/Account Auth. Connect is set to On on the General Settings Screen, Account Name can be specified.

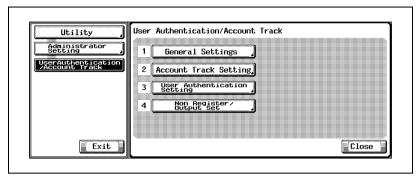
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [3 User Authentication/Account Track].



The User Authentication/Account Track Screen will be displayed.

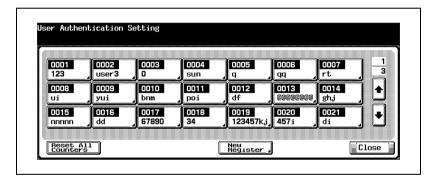
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4 Touch [3 User Authentication Setting].

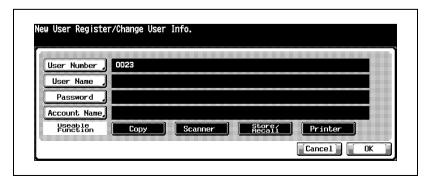


The User Authentication Setting Screen will be displayed.

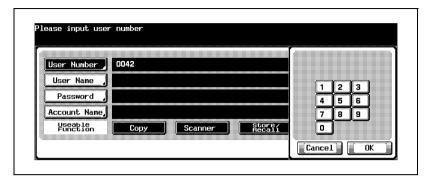
- 5 Follow the instructions below for registering a new user setting.
  - Touch [New Register] to display the New User Registration Screen.



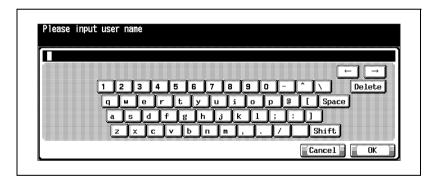
Touch [User Number] to display the input screen.



 Enter the user number and touch [OK]. You may enter four digits for the user number.

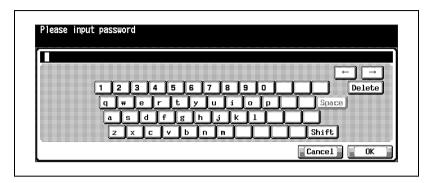


 Touch [User Name] to display the input screen. Enter the user name and touch [OK]. You may enter 64 letters for the user name. For the details on entering texts in the input screen, see the appendix.



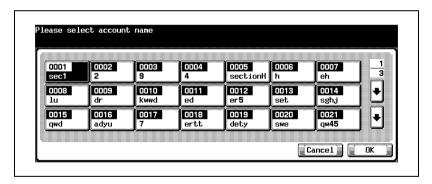
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 Touch [Password] to display the input screen. Enter the password and touch [OK]. You may enter 64 digits for the password. For the details on entering texts in the input screen, see the appendix.



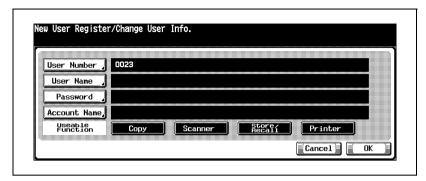
 Touch [Account Name] to display the screen to select an account belong to.

Touch the up or down arrow key to display the desired account name, then touch [OK].

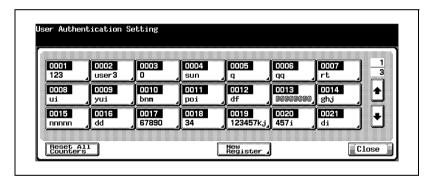


 Touch any key on the right side of [Useable Function] to select the job necessary to authenticate a newly registered user.

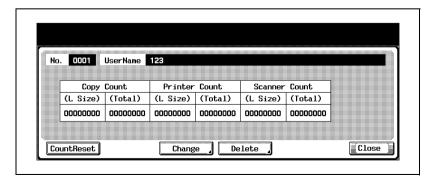
Touch [OK] to complete the setting.



- 6 Follow the instructions below for changing a user setting.
  - Touch the up or down arrow key to display the user name to be changed and touch it to display the Individual User Counter Screen.

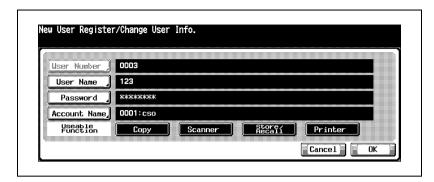


- Touch [Change] to display the Change Registered User Screen.

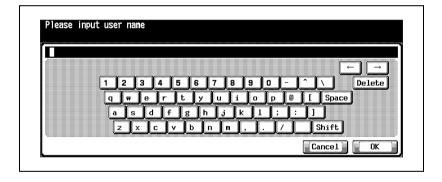


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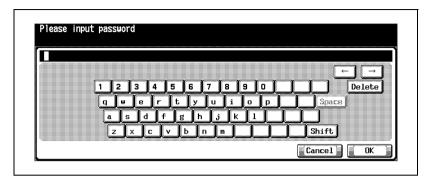
- Touch [User Name] to display the input screen.



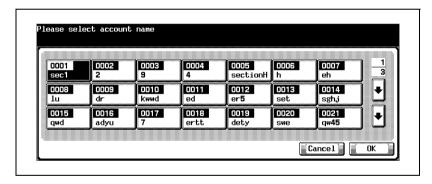
 Enter the user name and touch [OK]. You may enter 64 letters for the user name. For the details on entering texts in the input screen, see the appendix.



 Touch [Password] to display the input screen. Enter the password and touch [OK]. You may enter 64 digits for the password. For the details on entering texts in the input screen, see the appendix.



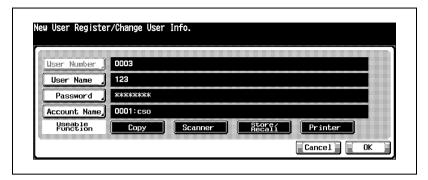
 Touch [Account Name] to display the screen to select an account belong to.



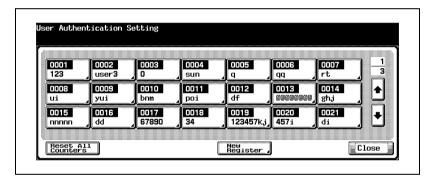
 Touch any key on the right side of [Useable Function] to select the job necessary to authenticate a newly registered user.

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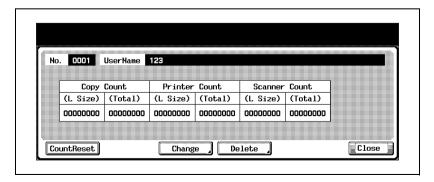
- Touch [OK] to complete the setting.



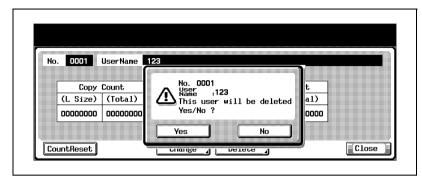
- 7 Follow the instructions below for deleting the user setting.
  - Touch the up or down arrow key to display the user name to be deleted and touch it to display the Individual User Counter Screen.



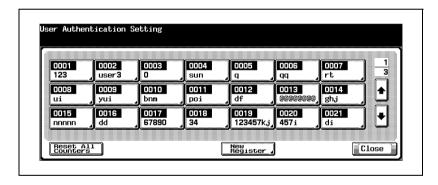
- Touch [Delete] to display the Delete Confirmation popup screen.



Touch [Yes] to delete, or touch [No] to cancel.

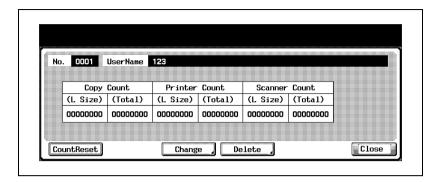


- 8 Follow the instructions below for resetting the user count.
  - Touch the up or down arrow key to display the user name to reset the count and touch it to display the Individual User Counter Screen.

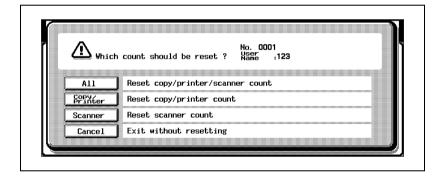


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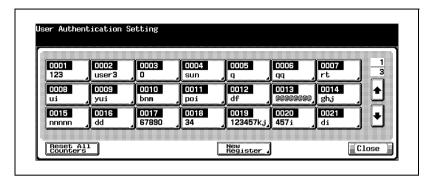
 Touch [Count Reset] to display the Reset Confirmation popup screen.



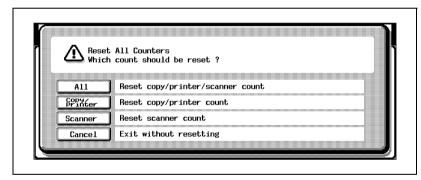
Touch any key to reset. Touch [Cancel] when not resetting.



- 9 Follow the instructions below for resetting all counters.
  - Touch [Reset All Counters] to display the All Count Reset Confirmation popup screen.



- Touch any key to reset. Touch [Cancel] when not resetting.



- 10 Touch [Close] to complete the setting and return to the User Authentication/Account Track Screen.
- 11 Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

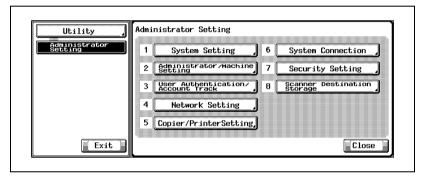
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### 4 Non Register/Output Setting

Use this function to limit the output setting of an unregistered user or account.

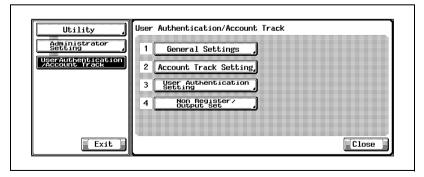
When this function is set to On, only the initial output setting can be set to any job under a condition of which user authentication and/or account authentication is set to Off.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [3 User Authentication/Account Track].



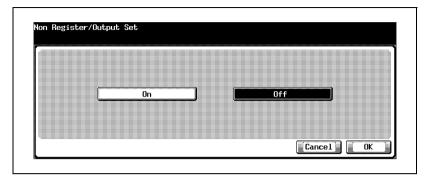
The User Authentication/Account Track Screen will be displayed.

4 Touch [4 Non Register/Output Setting].



The Non Register/Output Setting Screen will be displayed.

5 Touch [On] activate this function, or touch [Off] to deactivate this function.



- Touch [OK] to complete the setting and return to the User Authentication/Account Track Screen.
- Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 18.6 4 Network Setting

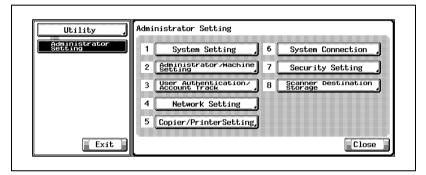
### 1 Machine NIC Setting

Control the NIC settings such as the IP address and line speed of the machine.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

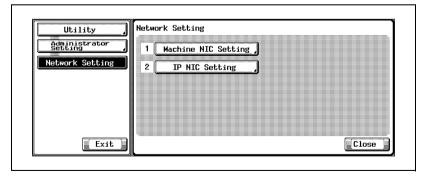
The Administrator Setting Screen will be displayed.

3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

4 Touch [1 Machine NIC Setting].

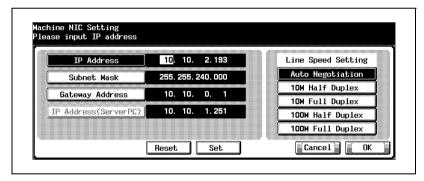


The Machine NIC Setting Screen will be displayed.

5 Specify the following items.

Enter numeric values using the control panel keypad. After entering a value, touch [Set]. The next item becomes highlighted for setting. Continue in this manner

- IP Address
   Enter the IP address of the machine.
- Subnet Mask
   Enter the subnet mask.
- Gateway Address
   Enter the gateway address.
- IP Address (Server PC)
   Enter the IP address of the PC on which PageScope Job Editor
   Server is installed.
- IP Adress (Tandem)
   Enter the IP Address of the tandem sub machine working in tandem.
- Line Speed Setting Specify the line speed of the network. Choose from the options provided.



- 6 Touch [OK] to return to the Network Setting Screen.
- Touch [Close] to return to the Administrator Setting Screen. If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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### **List of IP NIC Setting**

Specify the controller settings. Various default settings or network settings can be customized as required.

## List of the Network Settings

Specify the settings for connecting a network printer and network scanner, and the settings for TCP/IP, RAW port numbers, IP Filter (permission/denial), and ping.For details, refer to page 18-122.

Spe	Specific setting and Description Default		
	1 TCP/IP		
	TCP/IP Specify enable or disable TCP/IP. Enable/Disable	Enable	
-	DHCP Specify enable or disable Dynamic Host Configuration Protocol (DHCP). If [Enable] is selected, the IP address is automatically obtained from the DHCP server, in which case it is not necessary to enter it. Enable/Disable	Disable	
	IP Address Specify the IP address. 0.0.0.0 (0 - 255)	0.0.0.0	
	Subnet Mask Specify the subnet mask. 0.0.0.0 (0 - 255)	0.0.0.0	
	Address Gateway Specify as required. 0.0.0.0 (0 - 255)	0.0.0.0	
	DNS Server1 to 3 Specify DNS server addresses. 0.0.0.0 (0 - 255)	0.0.0.0	
-	DNS Host Name Specify the DNS host name.		
	Varied from machine to machine. Max. 63 characters combining symbols and alphanumerics can be used.		
	DNS Domain Name Specify the DNS domain name. Max. 63 characters combining symbols and alphanumer- ics can be used.		
	LPD When [Enable] is selected, LPD/LPR printing becomes available. Enable/Disable	Enable	
	Line Speed Network Specify the network transfer rate. Auto Negotiation/10M Half Duplex/10M Full Duplex/100M Half Duplex/100M Full Duplex	Auto Negotiation	

Spe	ecific setting and Description	Default
	TCP/IP RAW port settings (1 to 6) Specify RAW port numbers and to be used or not. Use/Not Use (Set between 1 - 65535.)	Use
	TCP/IP Filter accept settings *1 *2 Specify to use the accept settings or not, and the range in which to permit connections. On/Off 0.0.0.0 - 0.0.0.0 (0 - 255)	Off
	TCP/IP Filter refuse settings *1 *2 Specify to use the refuse settings or not, and the range in which to deny connections. On/Off 0.0.0.0 - 0.0.0.0 (0 - 255)	Off
	Network Test Ping Address Perform ping. Max. 255 characters combining symbols and alphanumerics can be used.	

<sup>\*1:</sup> If the range of the permission setting is the same as that of the denial setting, the latter setting overrides the former.

HTTP servers (PSWC, IPP), HTTP servers (PSWC with SSL), printing over the network (LPD, RAW Port, SMB), FTP servers (access to Scan to HDD jobs), SNMP

Specify the settings for connecting network printer, and the NetWare settings. For details, refer to page 18-126.

Specific	setting and Description	Default
2 NetWa	ire	
Ne	tWare	
	NetWare If [Use] is selected, Novell NetWare (IPX/SPX) is enabled as the print server protocol. Use/Not Use	Not Use
	Frame Type Select the frame type. Auto Detect/IEEE802.2/IEEE802.3/Ethernet2/ IEEE802.2SNAP	Auto Detect
	Operating Mode Select the required operation mode. Pserver/Nprinter/Rprinter	Pserver

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<sup>\*2:</sup> The functions that are affected by the permission and denial settings are as follows:

Specific set	ting and Description	Default
NetWar	re Pserver Setting	
En *** Va Ma	int Server Name  ter a print server name.  ******  uried from machine to machine.  ax. 47 characters combining symbols and alphanu-	
Pr Sp pa loo Ma	erics can be used.  int Server Password *1  becify a password for the Novell print server. This lessword is shared among all the servers that are al- cated to the print server.  ax. 63 characters combining symbols and alphanu- erics can be used.	
Sp	olling Interval secify the interval with which to poll. - 65535	1
Wi en pri are	ndery Disable hen Novell NetWare 4.x or later is used, specify to lable the bindery service. If [On] is selected, the int server does not support other print servers that e connected to the bindery file server. 1/Off	On
Sp Ma	ndery File Server Name becify the bindery file server name. ax. 47 characters combining symbols and alphanu- erics can be used.	
If I pri a f at sa Ma	OS Context Name Novell Directory Service (NDS) is used, specify a iority NDS context name. It should be specified as full context name, and you cannot use "." (period) the beginning of the context pass. It is not necestry to enter the container name (print server name). ax. 191 characters combining symbols and alphamerics can be used.	
If I	OS Tree Name NDS is used, specify the NDS tree name. ax. 63 characters combining symbols and alphanu- erics can be used.	
NetWar	re Nprinter / Rprinter, NetWare Status Setting	
Sp ula ***	inter Name pecify the printer name. It is initially set to a particar printer name allocated to the machine.	
Ma	ax. 63 characters combining symbols and alphanuerics can be used.	
Sp	inter Number pecify the printer number. plect between 0 and 255.	
Sp	e Server Name pecify file server names. ax. 10 servers can be displayed.	

Specif	ic setting and Description	Default
	Queue Name Specify queue names. Max. 10 queues can be displayed.	

<sup>\*1:</sup> If NetWare has a password allocated by using PCONSOLE or NWADMIN, the print server must also have a password. If the bindery mode is used, the print server password can only be set in capital letters. When a password is entered in the field, it must be the same as the one that is allocated to NetWare by using PCONSOLE or NWADMIN. The password entered here is stored in the print server setting memory.

Specify the settings for connecting network printer and the IPP settings. For details, refer to page 18-130.

Specific	setting and Description	Default
3 IPP		
IPF		
	IPP Specify to use IPP or not. Use/Not Use	Use
	IPP Print Job Accept Specify to accept IPP print jobs. Allow/Restrict	Allow
IPF	Operation Support Information Setting	
	Print Job Specify to enable the function or not. On/Off	On
	Cancel Job Specify to enable the function or not. On/Off	On
	Open Job Specify to enable the function or not. On/Off	On
	Valid Job Specify to enable the function or not. On/Off	On
	Open Job Attributes Specify to enable the function or not. On/Off	On
	Open Printer Attributes Specify to enable the function or not. On/Off	On
IPF	Printer Information Setting, Printer URI Setting	
	Printer Name Specify the printer name. Max. 127 characters combining symbols and alpha- numerics can be used.	

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Spe	ecific setting and Description	Default
	Printer Establishment Place Specify the place in which to install the printer. Max. 127 characters combining symbols and alphanumerics can be used.	
	Printer Information Specify printer information. Max. 127 characters combining symbols and alphanumerics can be used.	
	Printer URI Printer URI's are set Max. 8 addresses	

Specify to use Scan to HDD/Scan to FTP for transmission, the proxy server setting, and the passive function. For details, refer to page 18-133.

Specific setting and Description	Default	
4 FTP		
Client *1 Specify to use the machine as a client. If Scan to FTP is used for transmission to the FTP server, select [Use]. Use/Not Use	Use	
Proxy Server Address Specify the proxy server address. 0.0.0.0 Max. 255 characters combining symbols and alphanumerics can be used.	0.0.0.0	
Proxy Server Port No. Specify the proxy server port number. 1 – 65535	21	
Passive Function Specify to use the passive function. On/Off	Off	
Connection Time Out Time Specify the time out value. 5 - 300 seconds	60	
Port No. Specify the number of the port that is used to communicate with the FTP server. 2 – 65535	21	
Server *2 Specify to use the machine as an FTP server. If a TWAIN driver is used to access to Scan to HDD jobs, select [Use]. Use/Not Use	Use	

<sup>\*1:</sup> By selecting [Not Use], Scan operations are executable, but the transmission from bizhub PRO 920 to FTP will be disabled.
\*2: By selecting [Not Use], access to bizhub PRO 920 (TWAIN, Visual Count) will be prohibited.lt

is possible to save Scan to HDD jobs, but clients can no longer obtain them.

Specify the SNMP settings. For details, refer to page 18-136.

Spe	ecific setting and Description	Default	
5 S	5 SNMP		
	SNMP *1 Specify to use SNMP or not. Use/Not Use	Use	
	Read Community Name Specify a Read Community Name. public Max. 15 characters combining symbols and alphanumer- ics can be used.	public	
	Write Community Name Specify a Write Community Name. private	private Max. 15 characters combining symbols and alphanumerics can be used.	

<sup>\*1:</sup> Used when communicating with bizhub PRO 920 using PageScope applications.

Specify the SMB printing setting, and to use Scan to SMB for transmission. For details, refer to page 18-138.

Spe	cific setting and Description	Default
6 S	МВ	
	Scan Select [Use] when communicating with SMB servers using Scan to SMB. Use/Not Use	Use
	Print Specify to use SMB printing functions. Use/Not Use	Use
	Net BIOS Name Specify a NetBIOS name as required.	
	Varied from machine to machine.  Max. 15 characters combining symbols and alphanumerics can be used.	
	Print Service Name Specify a print service name. Max. 13 characters combining symbols and alphanumerics can be used.	
	Work Group Specify a work group name. Max. 15 characters combining symbols and alphanumer- ics can be used.	

Specify the settings for connecting network printer and the AppleTalk settings. For details, refer to page 18-141.

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Spe	cific setting and Description	Default
7 A	ppleTalk	
	AppleTalk Selecting [Use] enables AppleTalk as the print server protocol. Use/Not Use	Not Use
	Printer Name Specify the name of the printer that is used on the Apple- Talk network.	
	Varied from machine to machine. Max. 31 characters combining symbols and alphanumerics can be used.	
	Zone Name Specify a zone. If no zone exists in such a case as when using a machine on a network that has no seed router, leave the field blank. Max. 31 characters combining symbols and alphanumer- ics can be used.	
	Current Zone Specify the current zone. Max. 31 characters combining symbols and alphanumerics can be used.	

Specify the settings for an e-mail send/receive, division for transmitted data and authentication, and save the template of titles and bodies frequently used. For details, refer to page 18-143.

Spe	Specific setting and Description Default		
8 E	8 E-Mail		
	E-Mail Send Setting		
		E-Mail Send Specify to use e-mail transmission. On/Off	On
		SMTP Server Address Specify the address of the server that is used for e- mail transmission. 0.0.0.0 Max. 255 characters combining symbols and alpha- numerics can be used.	0.0.0.0
		Port No. Specify the port number. 1 – 65535	25
		Connection Time Out Time Specify the time out duration. 30 - 300 seconds	60
		Binary Division Specify to use binary division for transmitted data. On/Off	Off

Specific	setting and Description	Default
	Binary Division Size Specify the size by which to divide transmitted data. 2 - 150 (x100 Kb)	5
	E-Mail Send Maximum Size Specify to set the maximum size for e-mail transmis- sion. 0(Off) - 100Mb	0
	Auth. Setting Specify to use the POP before SMTP authentication. Specify as required in your own environment. On/Off	Off
	POP before SMTP Specify the duration used for POP before SMTP. 0 - 60 seconds	0
	SMTP Authentication User Name Specify a user name if Authentication Setting [SMTP Authentication] is set to [On]. Max. 63 characters combining symbols and alphanu- merics can be used.	
	Password Specify a password. Max. 15 characters combining symbols and alphanumerics can be used.	
	Realm Specify a realm (domain name). If the SMTP server with which to communicate supports DIGEST-MD5, this field must be entered. Max. 255 characters combining symbols and alpha- numerics can be used.	
	Administrator Mail Address Specify the e-mail address of the Administrator. Max. 250 characters combining symbols and alpha- numerics can be used.	
E-N	Mail Receive Setting	
	POP Server Address Specify an address of the POP server that is used to receive e-mail. 0.0.0.0 Max. 255 characters combining symbols and alphanumerics can be used.	
	User Name Specify a user name that is used to connect to the POP server. Max. 63 characters combining symbols and alphanu- merics can be used.	

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Spe	ecific setting and Description	1	Default
	POP server.	at is used to connect to the	
	APOP Specify to use APOP o Use/Not Use	r not.	Not Use
	Port No. Specify the number of cate with the POP serv 1 - 65535	port that is used to communier.	110
	Connection Timeout Specify the time out du 30 - 300 seconds	ration.	60
	Title Setting Max. 5 e-mail titles can be s Max. 64 characters can be u		
	Sentence Setting Max. 5 e-mail bodies can be Max. 256 characters can be		

Specify the duration before automatically deleting Scan to HDD data. For details, refer to page 18-151.

Specific setting and Description	Default	
9 HDD		
HDD Data Auto Delete Period Setting Specify the duration for which Scan to HDD data are stored in the printer controller HDD before they are auto- matically deleted. Not Delete/12 hours/1 day/2 days/3 days/7 days/30 days	1 day	

Specify the Alert Mail settings. For detail, refer to page 18-153.

Spe	ecific setting and Description	Default
10 /	Alert Mail	
	E-Mail Notification Specify to use e-mail transmission for alert notification. On/Off	Off
	Notification Address Setting Inform the e-mail address to which to send alert e-mail. Max. 250 characters combining symbols and alphanumer- ics can be used.	
	Information to transmit Specify items to be included in alert e-mail. 8 items available: Service Call/ JAM/Tray Paper Replenish/ Toner Supply/PM Call/Add Staple/Finisher Tray Full/Hole Punch Box Full Clear All	

Specify the CSRC settings. For details, refer to page 18-156.

11 CSRC	
11 00110	
CSRC Send Setting	
CSRC Send On Specify to use CSRC Send or not. On/Off	
SMTP Server Address Specify the SMTP server address. 0.0.0.0 Max. 255 characters combining symbols and alphanumerics can be used.	
Port No. 25 Specify the port number. 1 - 65535	
Connection Timeout 60 Specify the SMTP time out duration. 30 - 300 seconds	
Administrator From Address  Specify the From address that is used to send e-mail from Controller NIC.Max. 127 characters combining symbols and alphanumerics can be used.	
Auth. Setting Specify to use the POP before SMTP authentication. Specify as required in your own environment. On/Off	
POP before SMTP Specify the duration used for POP before SMTP. 0 - 60 seconds	
SMTP Authentication User Name If Authentication Setting [SMTP Authentication] is set to [On], specify a user name. Max. 63 characters combining symbols and alphanumerics can be used.	
Password Specify a password.Max. 15 characters combining symbols and alphanumerics can be used.	
Realm Specify a realm (domain name). If the SMTP server with which to communicate requires a realm, this field must be entered.  Max. 255 characters combining symbols and alphanumerics can be used.	

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Spe	Specific setting and Description Default	
	CSRC Receive Setting	
	CSRC Receive Specify to use CSRC Receive or not. On/Off	On
	POP Server Address Specify a POP server address. 0.0.0.0 Max. 255 characters combining symbols and alphanumerics can be used.	0.0.0.0
	User Name Specify a user name to log in to the POP server. Max. 63 alphanumerics can be used.	
	Password Specify a password to log in to the POP server. Max. 15 alphanumerics can be used.	
	APOP Specify to use the APOP function. On/Off	Off
	Port No. Specify the POP port number. 1 - 65535	110
	Connection Timeout Specify the POP time out duration. 30 - 300 seconds	60
	Auto Check Specify to check incoming e-mail automatically. On/Off	On
	Auto Check Interval Time Specify the interval by which to check incoming e- mail automatically. 1 - 60 minutes	15
	CSRC Communication Test Start	

Specify the settings for third party applications. For details, refer to page 18-162.

Spe	cific setting and Description	Default
12 AP I/F		
	AP I/F Specify to use AP I/F. Use/Not Use	Use
	AP I/F Over SSL If SSL is used for PSWC communication, this setting is en- abled. Use/Not Use	Not Use
	AP I/F Authentication Enable the setting to block access to this I / F. On/Off	On
	AP I/F Login Name Required if the AP I/F Authentication is set to [On]. Max. 8 characters combining symbols and alphanumerics can be used.	
	AP I/F Login Password Required if the AP I/F Authentication is set to [On]. Max. 8 characters combining symbols and alphanumerics can be used.	
	AP I/F Port No. If SSL is not used, the port number specified in this field will be used. 1 - 65535	50001
	AP I/F Port Number (SSL) If SSL is used, the port number specified in this field will be used. 1 - 65535	50003

Specify the PSWC (Page Scope Web Connection) setting. For details, refer to page 18-165.

Spe	ecific setting and Description	Default
13 PSWC		
	PSWC Specify to use the PSWC function. Use/Not Use	Use

Specify the Network Setting Clear setting. For details, refer to page 18-167.

Specific setting and Description	Default
14 Network Setting Clear	
Initialize Set Restore the initial network settings specified at the time of shipment.	

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Specify the LDAP setting. For details, refer to page 18-169.

Spe	cific	setting and Description	Default
15	5 LDAP		
	1 LI	DAP On/Off Setting	
		LDAP Function Select to use or not to use LDAP function. Use/Not Use	Not Use
		Max. Search Results Specify the maximum number of the address to be displayed after the search. 5 - 1000	100
		Timeout Specify the maximum duration waiting for the search result. 5 - 300	60
		Initial Setting for Search Details Specify the initial items for making detailed search.	
	2 S	etting Up LDAP	
		Server Address Specify the LDAP server address. 0.0.0.0 Max. 255 characters combining symbols and alphanumerics can be used.	0.0.0.0.
		Search Base Specify the directory path of LDAP server. Max. 255 characters combining symbols and alphanumerics can be used.	
		Enable SSL Select to use SSL when connecting with LDAP serv- er. Use/Not Use	Not Use
		Port Number Specify the port number of LDAP server. The port number varies depending on the Enable SSL setting. 1 - 65535	389: SSL not used 636: SSL used
		General Settings Select the authentication type to login the LDAP server. Anonymous/Simple/Digest-MD5/GSS-SPNEGO	Anonymous
		Login Name Specify a login name. Max. 255 characters combining symbols and alphanumerics can be used.	
		Password Specify a password. Max. 128 characters combining symbols and alpha- numerics can be used.	

Spe	ecific setting and Description	Default
	Domain Name Specify a domain name. This setting is required if GSS-SPNEGO is selected as the authentication type. Max. 64 characters combining symbols and alphanumerics can be used.	
	Dynamic Authentication Set the Dynamic authentication. Enable/Disable	Disable

## Specify the SNMP Trap setting. For details, refer to page 18-175.

Spec	eific setting and Description	Default
16 SI	NMP Trap	
	SNMP Trap Transmission Specify to transmit SNMP Trap or not. On/Off	Off
	Authentication Failure Trans Specify to transmit by SNMP in the case that any authentication failure in Read Community Name or Write Community Name of SNMP occurs. On/Off	Off
	Trans Address 1 - 5 Setting	
	Address SNMP Trap Trans Specify to transmit the SNMP Trap or not. On/Off	Off
	SNMP Trap Trans Address Specify the SNMP Trap transmission address. 1 - 255	0.0.0.0
	SNMP Trap Trans Port No. Specify the SNMP Trap transmission port number. 1 - 65535	162
	Trans Community Name Specify the transmission community name. Max. 15 alphanumerics/symbols can be used.	public
	Report Items Select the desired items. (More than one item can be selected.) 8 items Service Call/Jam/Paper Supply/Toner Supply/PM Call/Staple Cartridge Supply/Finisher Tray Full/Dispose of Trash Basket Clear All	

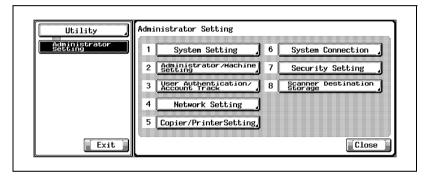
18-120 bizhub PRO 920

Specific setting and Description		Default
Tra	ans IPX Setting	
	IPX SNMP Trap Transmission Specify to transmit the IPX SNMP Trap or not. On/Off	Off
	Trap IPX Network Address Specify the IPX network address. Alphabets A to F and numbers can be used (12 digits fixed).	00:00:00
	Trap IPX Node Address Specify the IPX node address. Within 15 alphanumerics/symbols	00:00:00:00:00
	Trans IPX Community Name Specify the IPX community name. Within 15 alphanumerics/symbols	public
	Report Items Select the desired items (More than one item can be selected.) 8 items Service Call/Jam/Paper Supply/Toner Supply/PM Call/Staple Cartridge Supply/Finisher Tray Full/Dispose of Trash Basket Clear All	

### 2 IP NIC Setting>1 TCP/IP

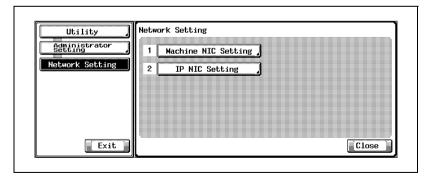
Specify the settings for connecting a network printer and network scanner, and the settings for TCP/IP, RAW port numbers, IP Filter (permission/denial), and ping.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

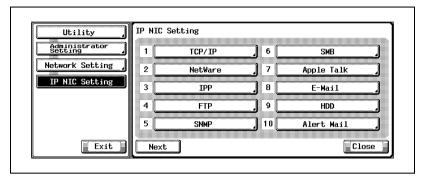
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

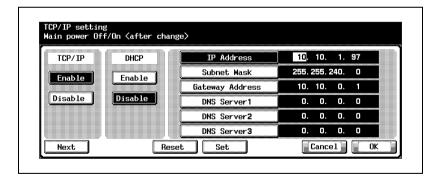
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5 Touch [1 TCP/IP].

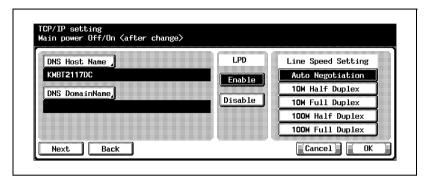


The TCP/IP Setting Screen will be displayed.

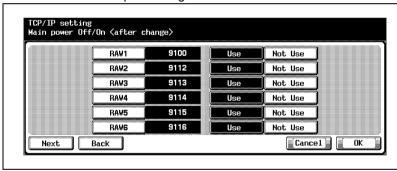
- 6 For each item, select or enter a required value. Use [Next] or [Back] as required.
  - TCP/IP
  - DHCP
  - IP Address
  - Subnet Mask
  - Gateway Address
  - DNS server 1-3



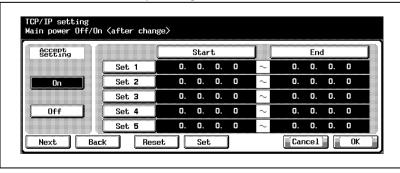
- DNS Host Name
- DNS Domain Name
- IPD
- Line Speed Setting



- TCP/IP RAW port settings

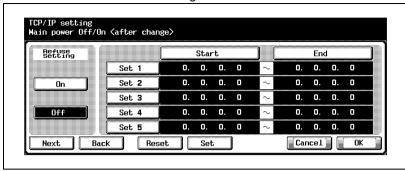


TCP/IP Filter accept settings

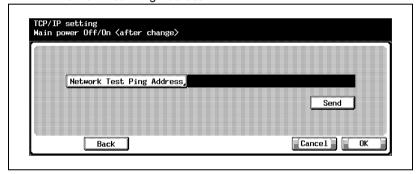


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- TCP/IP Filter refuse setting



- Network Test Ping Address



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

### 2 IP NIC Setting>2 NetWare

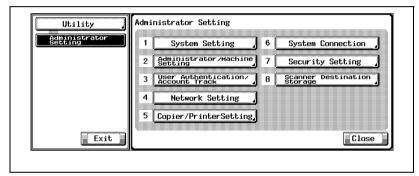
Specify the settings for connecting network printer, and the NetWare settings.

Where Novell NetWare is not used, make sure that [Not Use] is selected.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

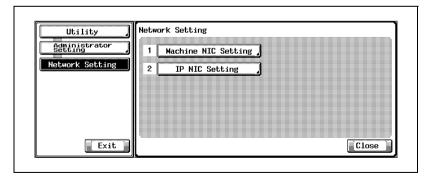
The Administrator Setting Screen will be displayed.

3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

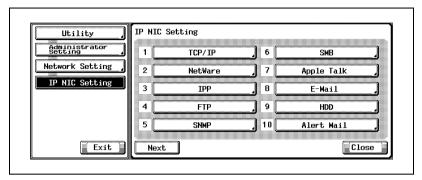
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

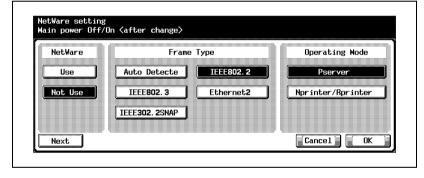
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5 Touch [2 Netware].

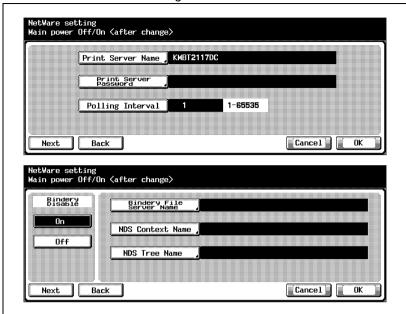


The Netware Setting Screen will be displayed.

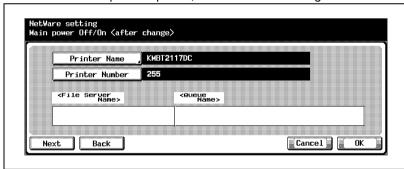
- 6 For each item, select or enter a required value. Use [Next] or [Back] as required.
  - Netware Setting



Netware Pserver Setting



- Netware Nprinter/Rprinter, Netware Status Setting



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- 7 Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 8 After you have changed the settings, turn off the sub power, then turn off and on the main power.



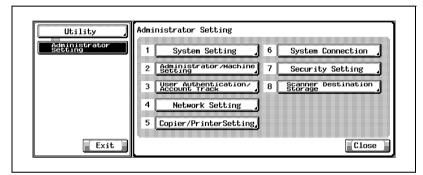
## Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

# 2 IP NIC Setting>3 IPP

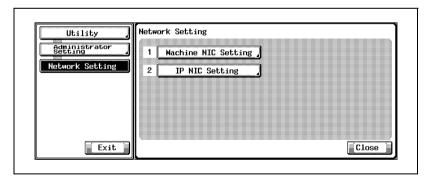
Specify the settings for connecting network printer and the IPP settings.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  - The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

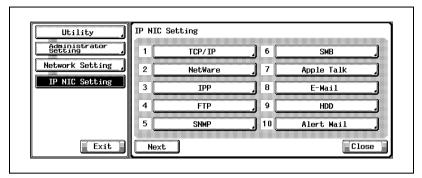
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

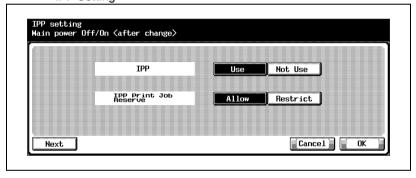
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5 Touch [3 IPP].

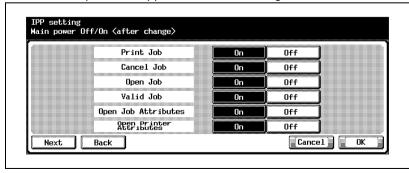


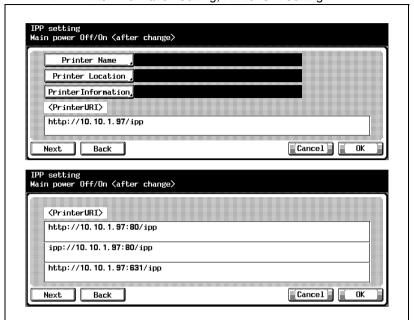
The IPP Setting Screen will be displayed.

- For each item, select or enter a required value. Use [Next] or [Back] as required.
  - IPP Setting



- IPP Operation Support Information Setting





IPP Printer Information Setting, Printer URI Setting

- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

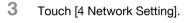
18-132 bizhub PRO 920

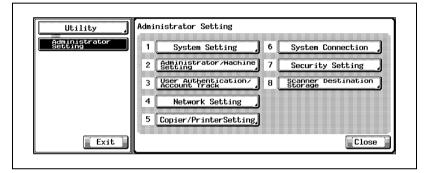
# 2 IP NIC Setting>4 FTP

Specify to use Scan to HDD/Scan to FTP for transmission, the proxy server setting, and the passive function.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.

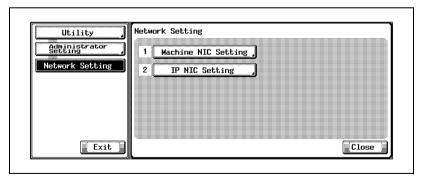
.....g ------g





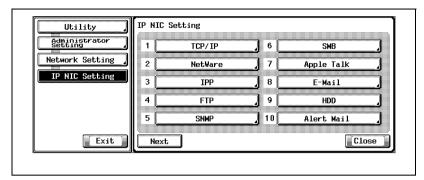
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



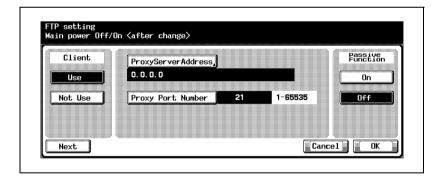
The IP NIC Setting Screen will be displayed.

# 5 Touch [4 FTP].



The FTP Setting Screen will be displayed.

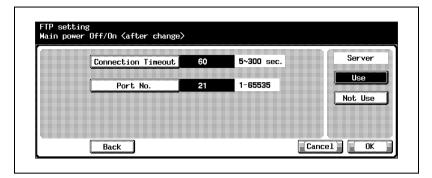
- For each item, select or enter a required value. Use [Next] or [Back] as required.
  - Client
  - Proxy Server Address
  - Proxy server Port Number
  - Passive Function



- Connection Time Out Time
- Port Number

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### - Server



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

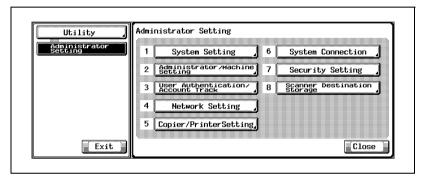
# 2 IP NIC Setting>5 SNMP

Specify the SNMP settings.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

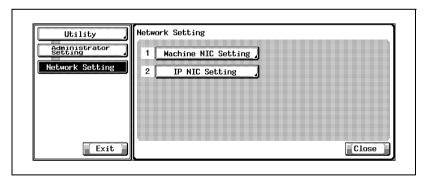
The Administrator Setting Screen will be displayed.

3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

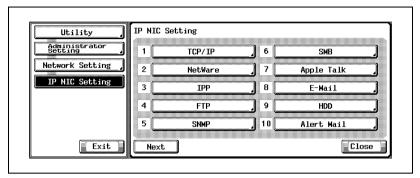
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

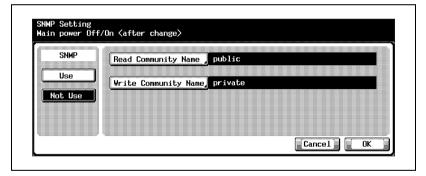
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5 Touch [5 SNMP].



The SNMP Setting Screen will be displayed.

- 6 For each item, select or enter a required value.
  - SNMP
  - Read Community Name
  - Write Community Name



- 7 Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 8 After you have changed the settings, turn off the sub power, then turn off and on the main power.



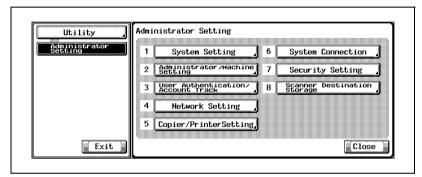
## **Detail**

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

# 2 IP NIC Setting>6 SMB

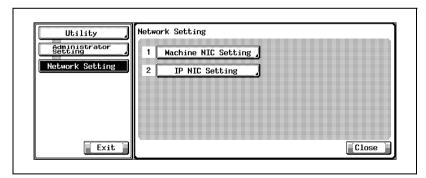
Specify the SMB printing setting, and to use Scan to SMB for transmission.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  - The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

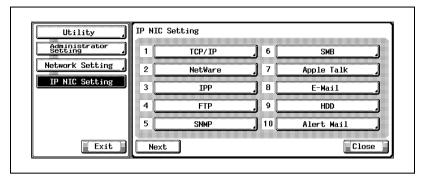
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

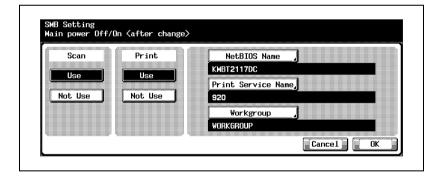
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5 Touch [6 SMB].



The SMB Setting Screen will be displayed.

- 6 For each item, select or enter a required value.
  - Scan
  - Print
  - Net BIOS Name
  - Print Service Name
  - Workgroup



- 7 Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 8 After you have changed the settings, turn off the sub power, then turn off and on the main power.



## **Detail**

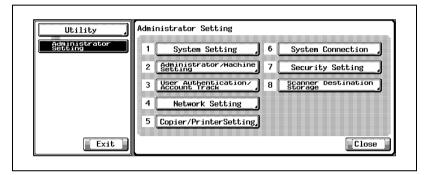
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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# 2 IP NIC Setting>7 AppleTalk

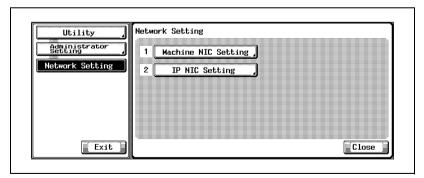
Specify the settings for connecting network printer and the AppleTalk settings.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



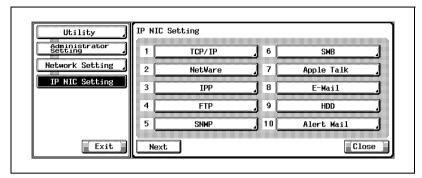
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



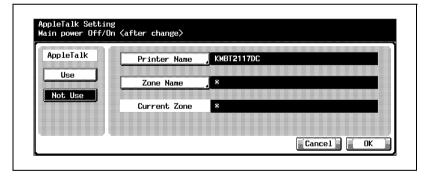
The IP NIC Setting Screen will be displayed.

5 Touch [7 AppleTalk].



The AppleTalk Setting Screen will be displayed.

- 6 For each item, select or enter a required value.
  - Appletalk
  - Printer Name
  - Zone Name
  - Current Zone



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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## 2 IP NIC Setting>8 E-Mail

Specify the settings for an e-mail send/receive, division for transmitted data and authentication, and save the template of titles and bodies frequently used.



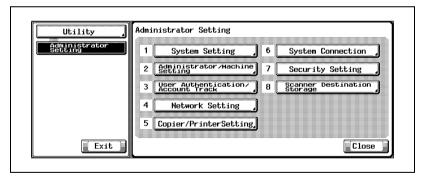
#### Note

The Binary Division function may be unavailable if any virus scanning software is installed on the mail server. Contact your network administrator for details.

To receive the binary-divided e-mail, an e-mail client software supporting the mail division function is required.

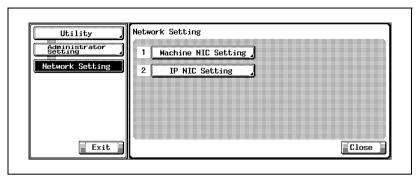
Note that the divided e-mail may not be combined depending on the software on your PC.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



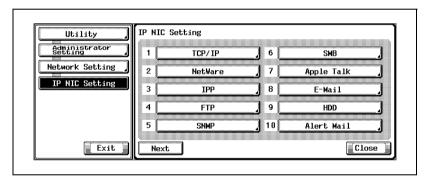
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



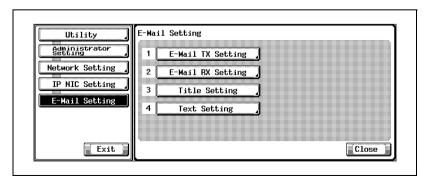
The IP NIC Setting Screen will be displayed.

5 Touch [8 E-Mail].



The E-Mail Setting Screen will be displayed.

6 Touch [1 E-Mail TX Setting].



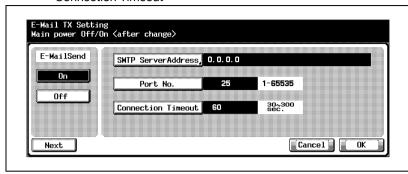
The E-Mail TX Setting Screen will be displayed. Specify the following

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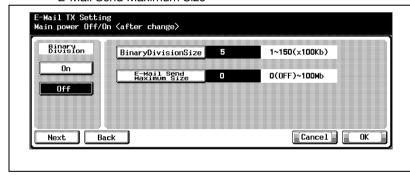
18

items, using [Next] or [Back] as required. Touch [OK] to complete the settings and return to the E-Mail Setting Screen.

- E-Mail Send
- SMTP Server Address
- Port Number
- Connection Timeout

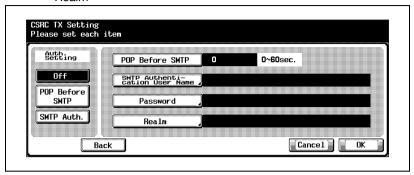


- Binary Division
- Binary Division Size
- E-Mail Send Maximum Size

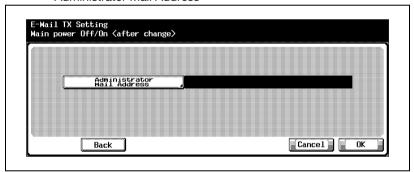


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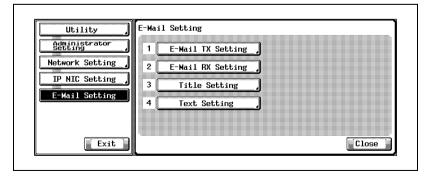
- Authentication Setting
- POP before SMTP
- Password
- Realm



Administrator Mail Address



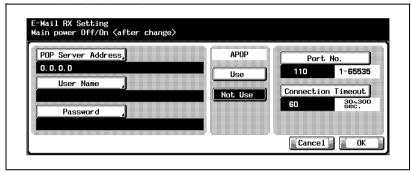
7 Touch [2 E-Mail RX Setting].



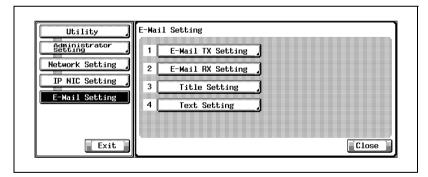
The E-Mail RX Setting Screen will be displayed.

Specify the following items. Touch [OK] to complete the settings and return to the E-Mail Setting Screen.

- POP Server Address
- User Name
- Password
- APOP
- Port Number
- Connection Timeout



8 Touch [3 Title Setting].

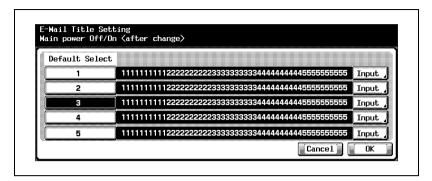


The E-Mail Title Setting Screen will be displayed. Save an e-mail title.

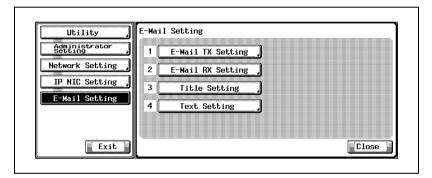
- Select an appropriate Default Select number.
- Touch [Input] to display an input screen and enter a title.
- After entering the title, touch [OK].

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Touch [OK] to complete the settings and return to the E-Mail Setting Screen.



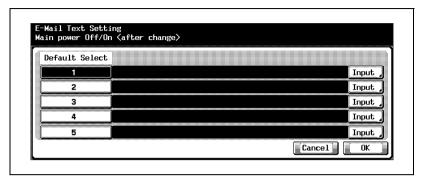
9 Touch [4 Text Setting].



The E-Mail Text Setting Screen will be displayed. Save an e-mail body.

- Select an appropriate Default Select number.
- Touch [Input] to display an input screen and enter a body.
- After entering the body, touch [OK].

Touch [OK] to complete the settings and return to the E-Mail Setting Screen.



- 10 Touch [OK] to return to the IP NIC Setting Screen. If further changes are required, touch the desired key.
- 11 After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

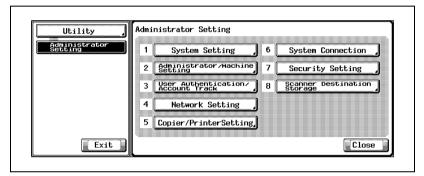
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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# 2 IP NIC Setting>9 HDD

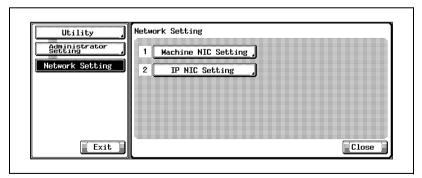
Specify the duration for which Scan to HDD data are stored in the printer controller HDD before they are automatically deleted.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



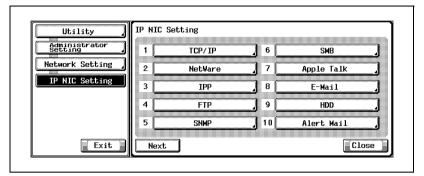
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



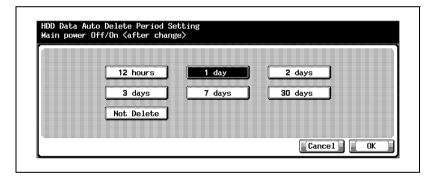
The IP NIC Setting Screen will be displayed.

5 Touch [9 HDD].



The HDD Data Auto Delete Period Setting Screen will be displayed.

Touch an appropriate key to specify the duration for which data are stored in HDD before they are automatically deleted.



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

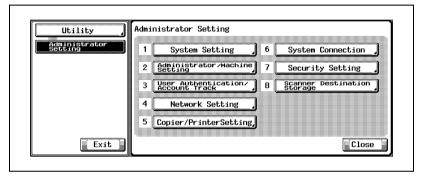
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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# 2 IP NIC Setting>10 Alert Mail

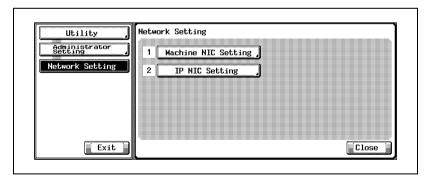
Specify the settings for e-mail error notification.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
- The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



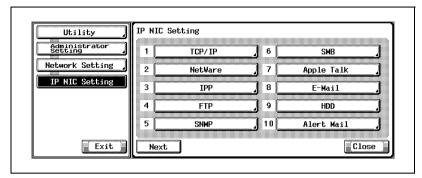
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

5 Touch [10 Alert Mail].



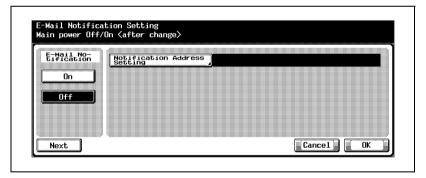
The E-Mail Notification Setting Screen will be displayed.

6 Specify to use e-mail notification, and a destination address to which to notify.

Select [On] or [Off] to specify to use e-mail notification.

Touch [Notification Address Setting].

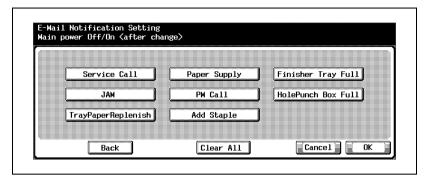
The Alert E-Mail Inform Setting Screen will be displayed. Enter an address, then touch [OK]. The e-mail address can have maximum 250 characters.



7 Touch [Next].
Select required items to be included in alert e-mail.

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If you need no item to be included, touch Clear All.



- Touch [OK] to return to the IP NIC Setting Screen.

  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

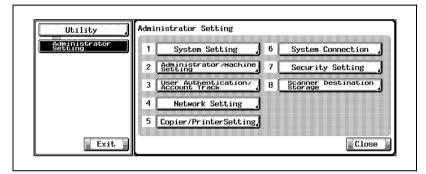
## 2 IP NIC Setting>11 CSRC

CS Remote Care includes service tools, which you do not necessarily have to set. Contact your service representative for details.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

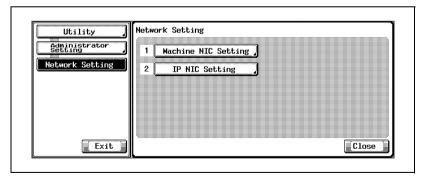
The Administrator Setting Screen will be displayed.

3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

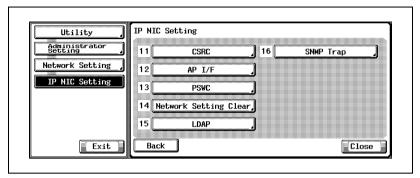
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

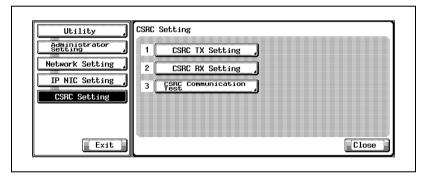
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5 Touch [Next] and then touch [11 CSRC].



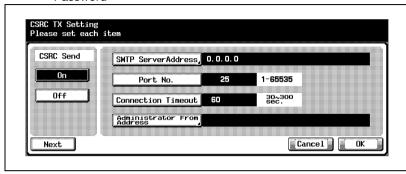
The CSRC Setting Screen will be displayed.

6 Touch [1 CSRC TX Setting] to display the CSRC TX Setting Screen.

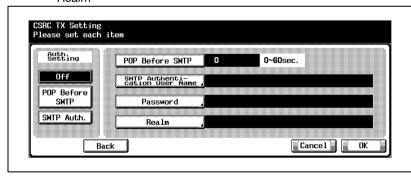


Specify the following items, using [Next] or [Back] as required. Touch [OK] to complete the settings and return to the CSRC Setting Screen.

- CSRC Send
- SMTP Server Address
- Port Number
- Connection Timeout
- Administrator From Address
- Password

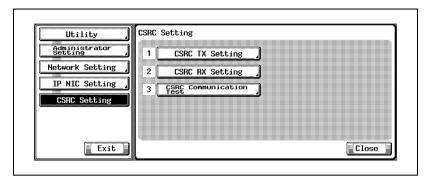


- Authentication Setting
- POP Before SMTP
- SMTP Authentication User Name
- Password
- Realm



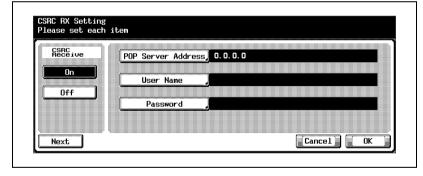
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7 Touch [2 CSRC RX Setting] to display the CSRC RX Setting Screen.

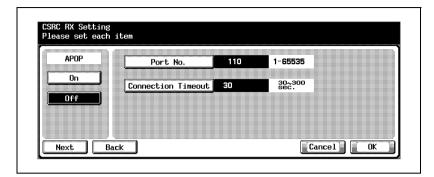


Specify the following items, using [Next] or [Back] as required. Touch [OK] to complete the settings and return to the CSRC Setting Screen.

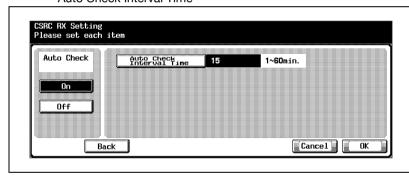
- CSRC Receive
- POP Server Address
- User Name
- Password



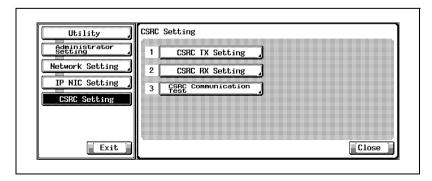
- APOP
- Port Number
- Connection Timeout



- Auto Check
- Auto Check Interval Time

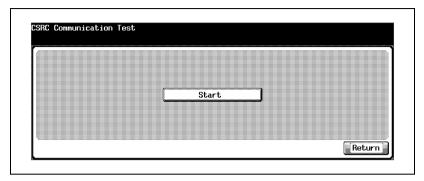


Touch [3 CSRC Communications Test].



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The CSRC Communications Test Screen will be displayed. Touch [Start] to perform the communication test. On completing the test, touch [Return] to restore the CSRC Setting Screen.



- 9 Touch [Close] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 10 After you have changed the settings, turn off the sub power, then turn off and on the main power.



## **Detail**

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

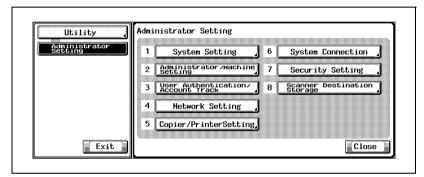
## 2 IP NIC Setting>12 AP I/F

Specify the settings for AP I/F.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

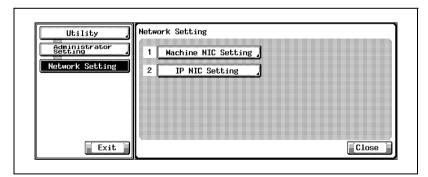
The Administrator Setting Screen will be displayed.

3 Touch [4 Network Setting].



The Network Setting Screen will be displayed.

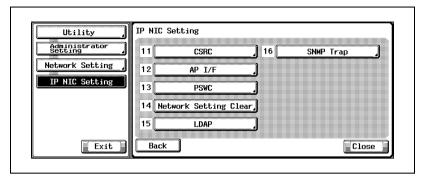
4 Touch [2 IP NIC Setting].



The IP NIC Setting Screen will be displayed.

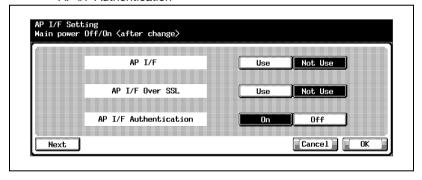
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5 Touch [Next] and then touch [12 AP I/F].

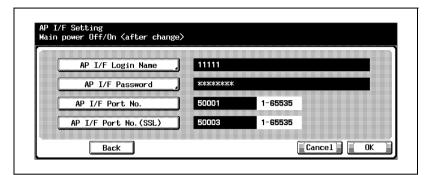


The AP I/F Setting Screen will be displayed.

- 6 For each item, select or enter a required value.
  - AP I/F
  - AP I/F Over SSL
  - AP I/F Authentication



- AP I/F Login Name
- AP I/F Password
- AP I/F Port Number
- AP I/F Port Number(SSL)



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 8 After you have changed the settings, turn off the sub power, then turn off and on the main power.



## Detail

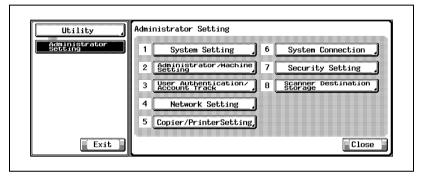
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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## 2 IP NIC Setting>13 PSWC

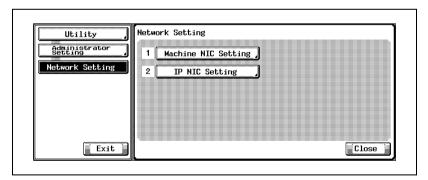
Specify to use PageScope Web Connection (PSWC).

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- ·
- 3 Touch [4 Network Setting].



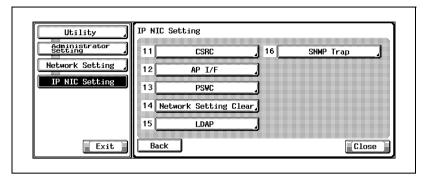
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



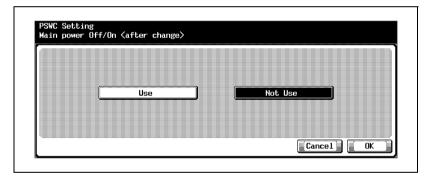
The IP NIC Setting Screen will be displayed.

5 Touch [Next] and then touch [13 PSWC].



The PSWC Setting Screen will be displayed.

Touch [Use] or [Not Use] to specify whether you want to use PSWC or not.



- Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### **Detail**

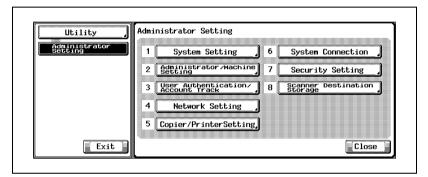
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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#### 2 IP NIC Setting>14 Network Setting Clear

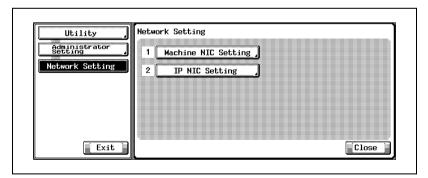
Recover the initial network settings specified at the time of shipment.

- Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



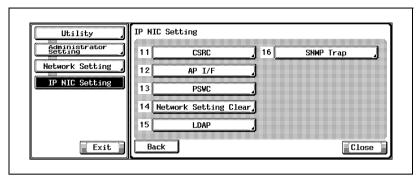
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



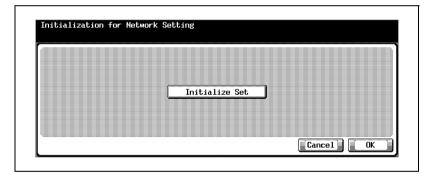
The IP NIC Setting Screen will be displayed.

5 Touch [Next] and then touch [14 Network Setting Clear].



The Initialization for Network Setting Screen will be displayed.

Touch [Initialize Set] to recover the initial setting specified at the time of shipment.



- 7 Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

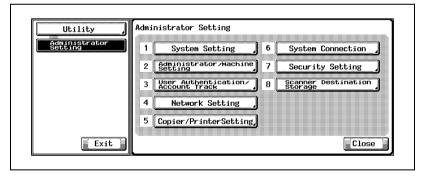
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

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## 2 IP NIC Setting>15 LDAP

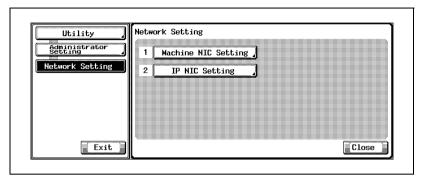
Specify the settings for LDAP.

- Anonymous
  - Authentication method which does not require a user name and password and cannot enable the Dynamic Authentication.
- Simple Simplified authentication method which requires a user name and password
- Digest-MD5 (CRAM-MD5)
   Authentication method available on general LDAP server. If authentication fails with Digest-MD5, automatically switches to CRAM-MD5 for retry.
- GSS-SPNEGO
   Authentication method available in Windows Active Directory (Kerberos authentication). A domain name of Active Directory is required.
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



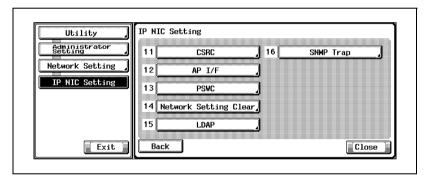
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



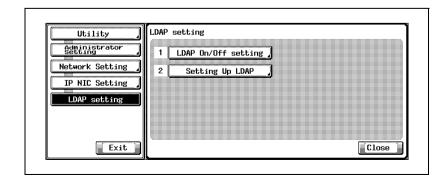
The IP NIC Setting Screen will be displayed.

5 Touch [Next] and then touch [15 LDAP].



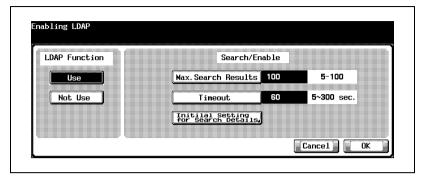
The LDAP Setting Screen will be displayed.

Touch [1 LDAP On/Off setting] to display the LDAP On/Off Setting Screen.

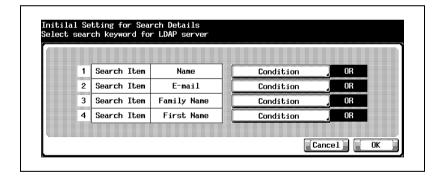


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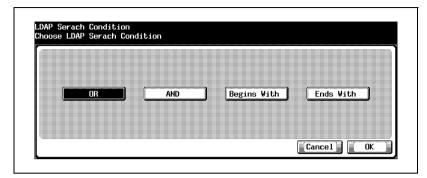
7 Select and specify the screen items, then touch [OK] to return to the LDAP Setting Screen.



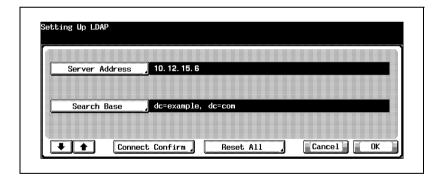
- LDAP Function
- Max. Search Results
- Timeout
- Initial Setting for Search Details: Touch the key to display the Initial Setting for Search Details Screen.



 Touch [Condition] on the right side of Search Item to display the LDAP Search Condition Screen, select the condition for each of five items, then touch [OK] to restore the previous screen.

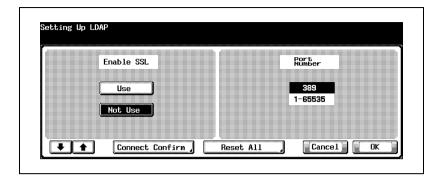


- Touch [2 Setting Up LDAP] on the LDAP Setting Screen to display the Setting Up LDAP Screen. Touch up/down arrow to scroll as required, then make the following settings.
  - Server Address
  - Search Base

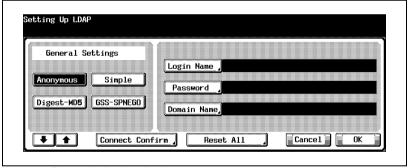


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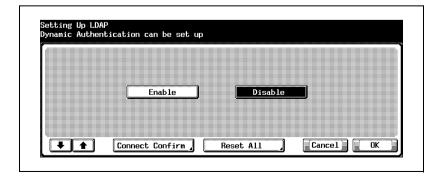
- Enable SSL
- Port Number



- General Settings
- Login Name
- Password
- Domain Name



Dynamic Authentication



9 Touch [Connect Confirm] to check that the machine is connected to the LDAP server.

If connection error occurs, a popup menu will be displayed.

- The [Connect Confirm] key will not be displayed if LDAP Function is set to [Not Use], or Registering and Changing Address of Prohibit User Operation is set to [Restrict].
- The settings of Setting Up LDAP Screen can be reset to the factory initial setting.

  Touch [Peacet All] to display the peacet many for confirmation, then
  - Touch [Reset All] to display the popup menu for confirmation, then touch [Yes] to reset all the setting, or touch [No] to cancel.
- Touch [OK] to complete the setting and return to the LDAP Setting Screen.
  If further changes are required, touch the desired key.
- 11 After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Reminder

When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.



#### Reminder

Be sure to correctly specify the LDAP server setting, otherwise you may have trouble with the network. This setting should be performed by the server administrator.

If the port number is improperly changed, you may have trouble with the network. Be sure not to change the port number unless the network administrator gives instruction to do so.

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## 2 IP NIC Setting>16 SNMP Trap

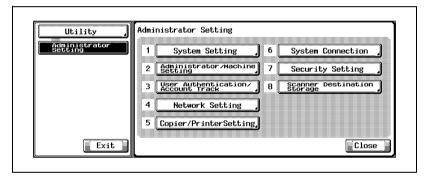
Specify the SNMP Trap settings.



#### Detail

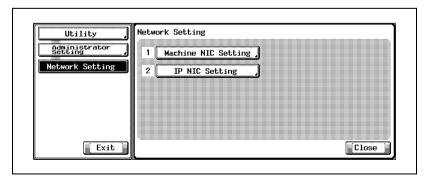
Before setting the SNMP Trap, specify to use SNMP in 4 Network Settina> 2 IP NIC Settina> 5 SNMP.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [4 Network Setting].



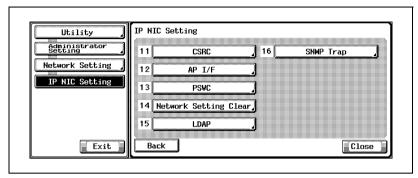
The Network Setting Screen will be displayed.

4 Touch [2 IP NIC Setting].



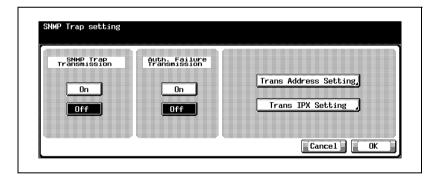
The IP NIC Setting Screen will be displayed.

5 Touch [Next] and then touch [16 SNMP Trap].



The SNMP Trap Setting Screen will be displayed.

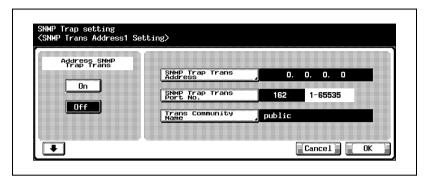
- 6 Specify to use the SNMP Trap transmission and authentication failure transmission functions.
  - SNMP Trap Transmission
  - Auth. Failure Transmission: Select [On] or [Off] to transmit by SNMP in the case that any authentication failure in Read Community Name or Write Community Name of SNMP occurs.



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7 Specify the Trans Address Setting. Touch [Trans Address Setting] on the SNMP Trap Setting Screen, then touch the desired key from 1 to 5 of transmission address setting to

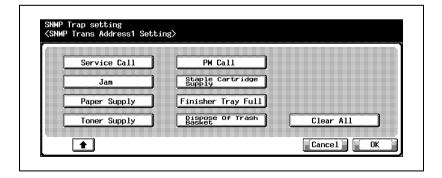
display the SNMP Trap Trans Address Setting Screen.



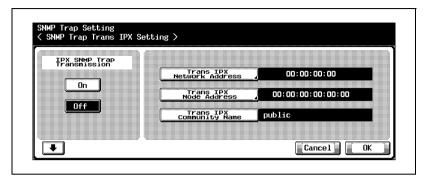
Specify the following items, using up/down arrow as required. Touch [OK] to complete the settings.

- Address SNMP Trap Trans
- SNMP Trap Trans Address
- SNMP Trap Trans Port No.
- Trans Community Name
- Report Items: Select the desired report items. More than one item can be selected.

Touch [Clear All] if none of them are required. However, the authentication failure transmission will be performed even if all report items are cleared.



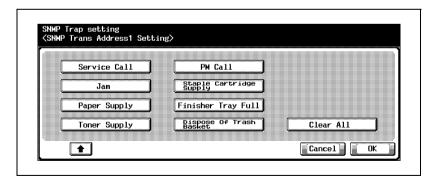
8 Specify the Trans IPX Setting.
Touch [Trans IPX Setting] on the SNMP Trap Setting Screen to display the SNMP Trap Trans IPX Setting Screen.



Specify the following items, using up/down arrow as required. Touch [OK] to complete the settings.

- IPX SNMP Trap Transmission
- Trans IPX Network Address
- Trans IPX Node Address
- Trans IPX Community Name
- Report Items: Select the desired report items. More than one item can be selected.

Touch [Clear All] if none of them are required. However, the authentication failure transmission will be performed even if all report items are cleared.



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- 9 Touch [OK] to return to the IP NIC Setting Screen.
  If further changes are required, touch the desired key.
- 10 After you have changed the settings, turn off the sub power, then turn off and on the main power.



#### Detail

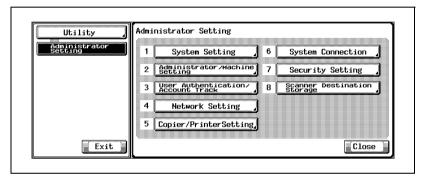
When you turn off and on the main power, you need to wait at least 10 seconds to turn on after turning off. If you do not allow a sufficient interval in between, the machine may not run correctly.

## 18.7 5 Copier/Printer Setting

#### Job Offset Mode

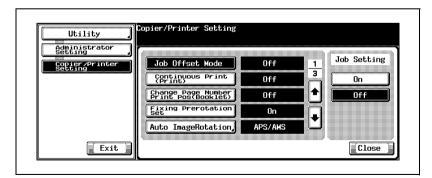
Set the machine to offset the copies/printouts of different jobs.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch [Job Offset Mode].
Touch [On] or [Off] to highlight it.



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- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

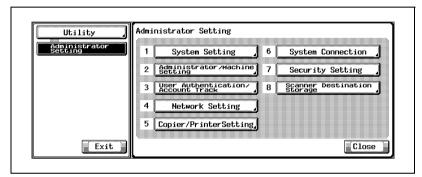
## **Continuous Print (Print)**

Set the machine to output multiple reserved print jobs in succession.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

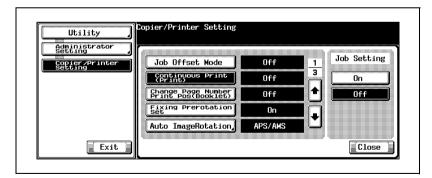
The Administrator Setting Screen will be displayed.

3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch [Continuous Print (Print)]. Touch [On] or [Off] to highlight it.



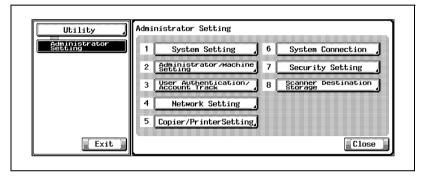
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- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

## **Change Page Number Print Pos (Booklet)**

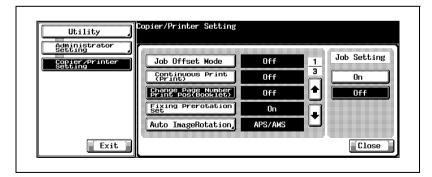
Set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch [Change Page Number Print Pos (Booklet)]. Touch [On (Outside Page Print)] or [Off] to highlight it.



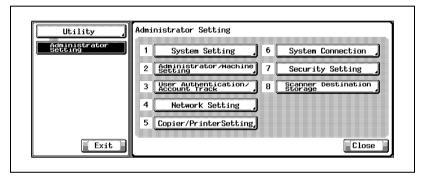
- Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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## **Fixing Prerotation Set**

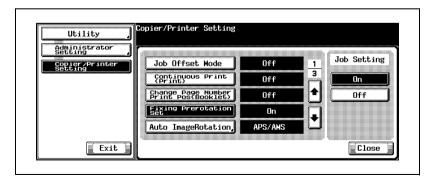
The fixing heat adjustment may be necessary as altering the paper type and the weight. The machine rotates the fixing roller before printing starts in order to print at the appropriate temperature for the specific paper type and the weight.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch [Fixing Prerotation Set]. Touch [On] or [Off] to highlight it.



- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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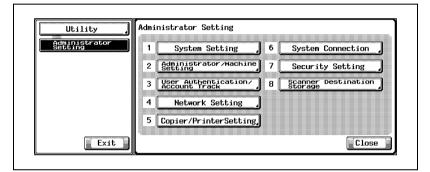
#### **Auto Image Rotation**

Set this function to activate always, only when APS or AMS is activated, or only when APS, AMS or reduce is activated.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

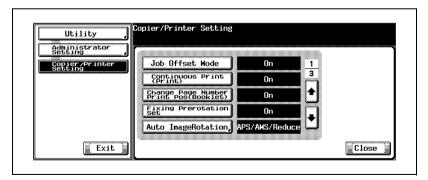
The Administrator Setting Screen will be displayed.

3 Touch [5 Copier/Printer Setting].



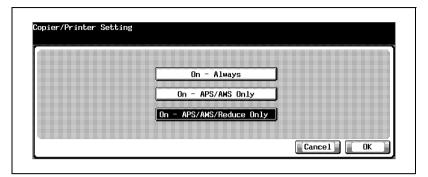
The Copier/Printer Setting Screen will be displayed.

4 Touch [Auto Image Rotation].



The select screen will be displayed.

5 Touch [On – Always], [On – APS/AMS Only], or [On – APS/AMS/Reduce Only] to complete the setting.



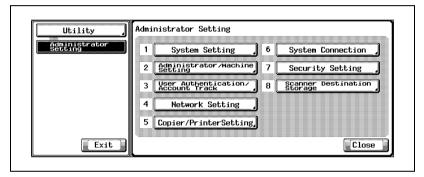
- Touch [OK] to complete the setting and return to the Copier/Printer Screen.
- 7 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### **Suspend Interruption**

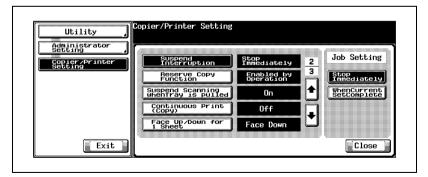
Select the timing to stop the job in progress when [Interrupt] is pressed. The timing can be set either to suspend on completing the job in progress or to suspend by interrupting the job in progress.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Suspend Interruption].



Touch [When Current Set Complete] or [Stop Immediately] to highlight it.

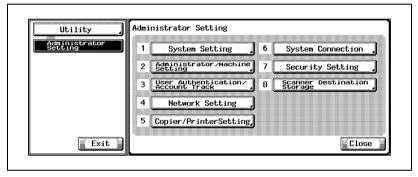
- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### **Reserve Copy Function**

Set the timing to reserve a job setting. The timing can be set to either when specifying on the Copy Reserve Confirmation Screen navigated from the Machine Status Screen, or when displaying the Copy Screen as placing the original on the original glass.

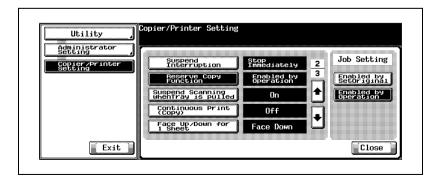
- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Reserve Copy Function].

Touch [Enabled by Operation] or [Enabled by Set Original] to highlight it.



- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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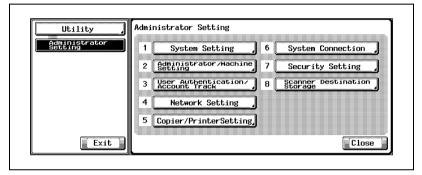
## Suspend Scanning when Tray is pulled

Select to prohibit scanning when pulling out the tray during scanning the original.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

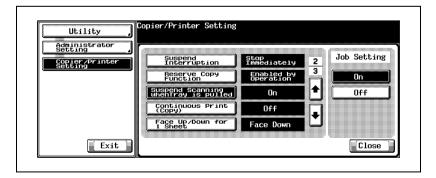
3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Suspend Scanning when Tray is pulled].

Touch [On] or [Off] to highlight it.



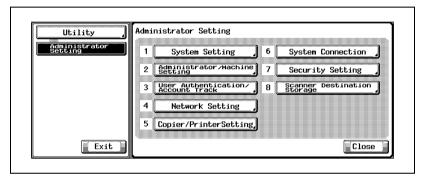
- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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## **Continuous Print (Copy)**

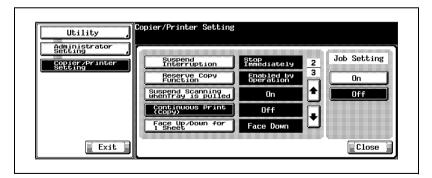
Select the machine to output multiple reserve jobs in succession.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Continuous Print (Copy)]. Touch [On] or [Off] to highlight it.



- Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

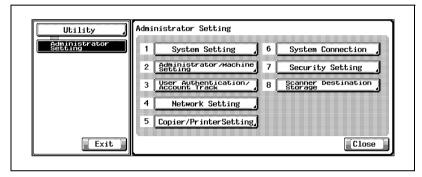
## Face Up/Down for 1 Sheet

Select to set the exit direction when copying one set of the original placed on the original glass.

1 Press the [Utility/Counter] to display the Utility Screen.

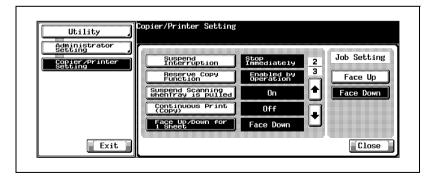
The Administrator Setting Screen will be displayed.

- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Face Up/Down for 1 Sheet]. Touch [Face Up] or [Face Down] to highlight it.



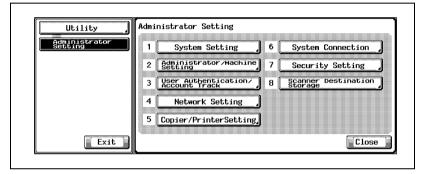
- Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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## **Single Feed Auto Setting**

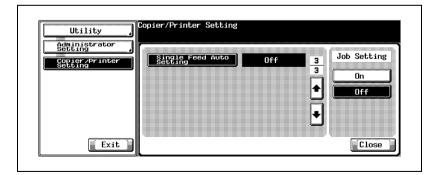
Set the machine to feed a single document automatically as placing it in the ADF in the Memory Scan mode, or feed it by pressing [Start].

- Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [5 Copier/Printer Setting].



The Copier/Printer Setting Screen will be displayed.

4 Touch the down arrow key and touch [Single Feed Auto Setting]. Touch [On] or [Off] to highlight it.



- 5 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 6 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 18.8 6 System Connection

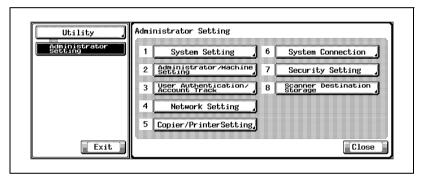
## 6 System Connection>1 Call Service Centre

Use this function to call your service representative for maintenance. Your service representative is monitoring the machine status as needed basis. The monitored information will be useful for maintenance.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

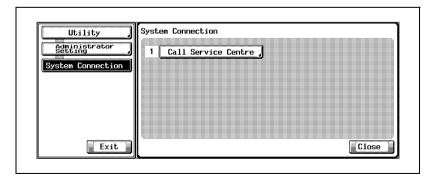
The Administrator Setting Screen will be displayed.

3 Touch [6 System Connection].



The System Connection Screen will be displayed.

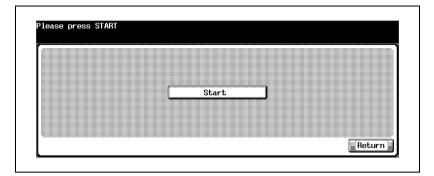
4 Touch [Call Service Centre].



The Call Service Centre Screen will be displayed.

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5 Touch [Start].



- 6 Touch [Return] to return to the previous screen.
- 7 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 8 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

# 18.9 7 Security Setting

#### 1 Administrator Password

Set the new administrator password.



#### Detail

You may enter eight characters for the administrator password.

The password is case sensitive.

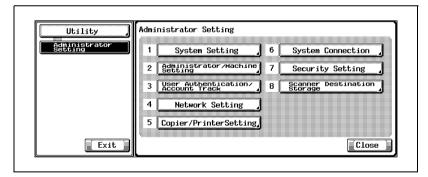
If a wrong password or a password below eight characters is entered and touch [OK], the error message will be displayed and any key inputs become invalid for five seconds. Enter a correct administrator password after five seconds pass.

The wrong operation will be recorded in an audit log.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- 2 Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].

The Administrator Setting Screen will be displayed.

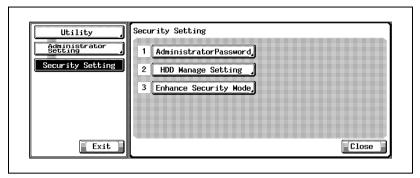
3 Touch [7 Security Setting].



The Security Setting Screen will be displayed.

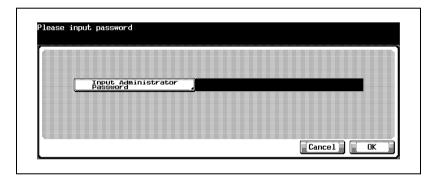
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4 Touch [1 Administrator Password].



The administrator password input screen will be displayed.

5 Touch [Input Administrator Password].



6 Enter the new eight-character password.



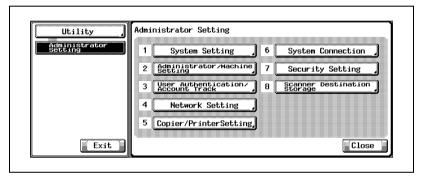
- 7 Touch [OK] to complete the setting and touch [OK] to return to the Security Setting Screen.
- 8 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 9 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### 2 HDD Manage Setting>1 Details/Delete

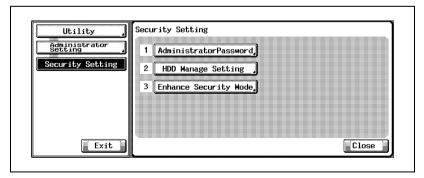
The user can create a folder or a box when saving images in a personal, public or confidential folder. The administrator can refer to the name, password, number or creation time of the folder created by the user, and delete the folder or box if necessary.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [7 Security Setting].



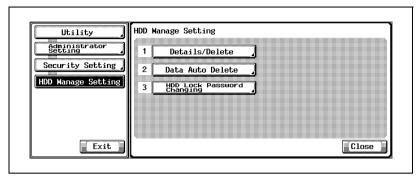
The Security Setting Screen will be displayed.

4 Touch [2 HDD Manage Setting].



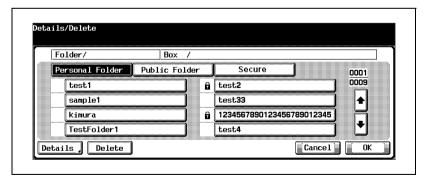
The HDD Manage Setting Screen will be displayed.

# 5 Touch [1 Details/Delete].



The Details/Delete Screen will be displayed.

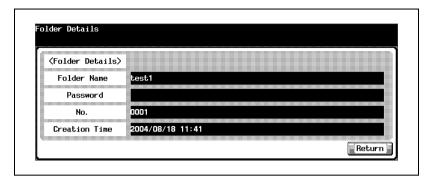
- 6 Refer the detailed information of the folder and the box.
  - Touch [Personal Folder], [Public Folder], or [Secure] to refer to the details of the desired folder or box.
  - Touch the desired folder to highlight it.
     When referring to the information, touch to highlight the folder which contains the box to be referred to.
     When the folder or box to be referred to is not displayed, touch the up or down arrow keys on the right side to highlight it.
  - Confirm that the name of the desired folder or box is displayed at the upper area of the screen.
  - Touch [Details] to display the details.



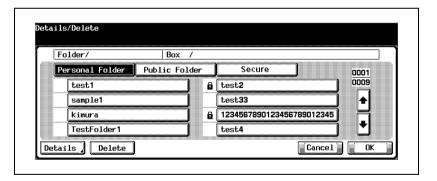
The Folder Details Screen will be displayed.

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Touch [Return] to restore the Details/Delete Screen.

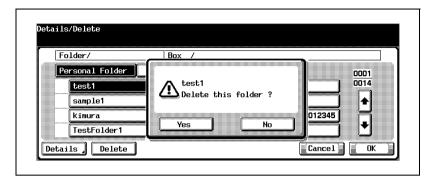


- 7 Delete the detailed information of the folder or box.
  - Touch [Personal Folder], [Public Folder], or [Secure] to refer to the details of the desired folder or box.
  - Touch the desired folder to highlight it.
  - Confirm that the name of the desired folder or box is displayed at the upper area of the screen.
  - Touch [Delete] to display the Delete Confirmation popup screen.



- Touch [Yes] to delete, or touch [No] to suspend deleting.

Touch [OK].



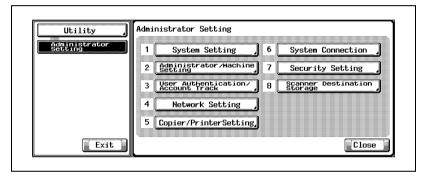
- 8 Touch [OK] to complete the setting and return to the HDD Manage Setting Screen.
- 9 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 10 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### 2 HDD Manage Setting>2 Data Auto Delete

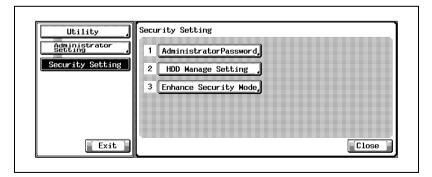
Specify the period of time (12 hours to 30 days) to keep data stored on internal HDD of the copier so that it will be deleted automatically when specified period has passed. The initial setting is [Not Delete].

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [7 Security Setting].



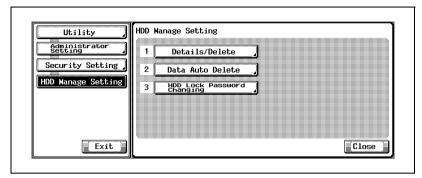
The Security Setting Screen will be displayed.

4 Touch [2 HDD Manage Setting].



The HDD Manage Setting Screen will be displayed.

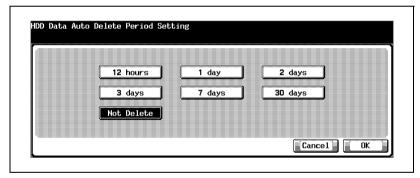
5 Touch [2 Data Auto Delete].



The HDD Data Auto Delete Period Setting Screen will be displayed.

Touch the desired period to highlight it.

Touch [Not Delete] to highlight it when not setting the automatically deleting period.



- 7 Touch [OK] to complete the setting and return to the HDD Manage Setting Screen.
- Touch [Close] to complete the setting and touch [Close] to return to the Administrator Setting Screen.
- 9 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### 2 HDD Manage Setting>3 HDD Lock Password Changing

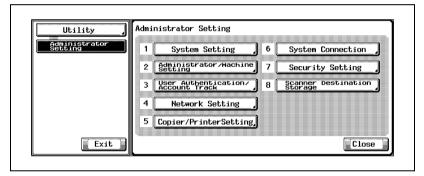
Change the HDD lock password.



#### Note

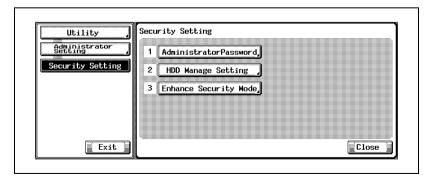
The HDD Lock Password cannot be changed unless the Enhanced Security mode is set to ON.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [7 Security Setting].



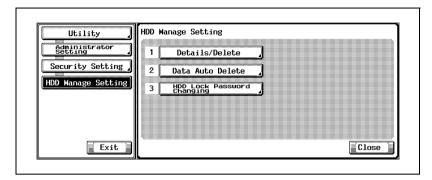
The Security Setting Screen will be displayed.

4 Touch [2 HDD Manage Setting].

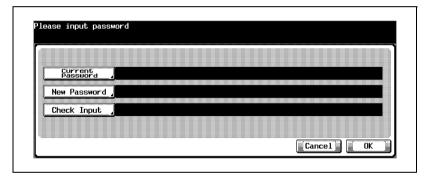


The HDD Manage Setting Screen will be displayed.

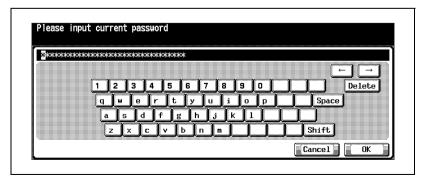
5 Touch [3 HDD Lock Password Changing].



6 Touch [Current Password] to display the Password Input Screen.



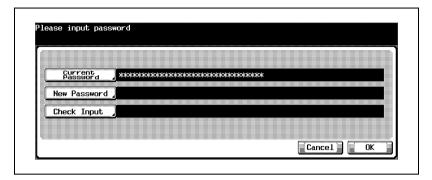
Enter current password (The first password; 9-digit alphanumeric serial number of the main body.) The enterd password will appear as asterisks on the screen. Then, touch [OK]



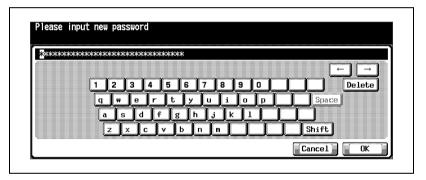
The Change HDD Lock Password Screen will be restored.

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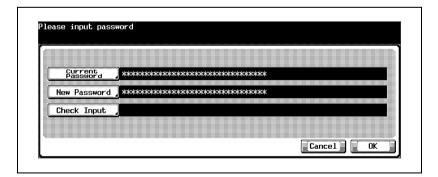
Touch [New Password] to display the Password Input Screen.



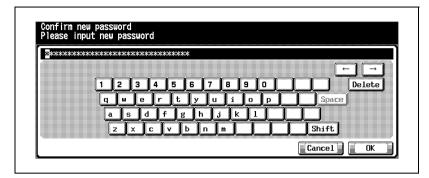
8 Enter the new password and touch [OK].



9 Touch [Check Input] to re-enter the same new password.



10 Enter new password once more for confirmation, then touch [OK].



- 11 Touch [OK] to complete the setting and touch [Close] to return to the Security Setting Screen.
- 12 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 13 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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#### 3 Enhance Security Mode

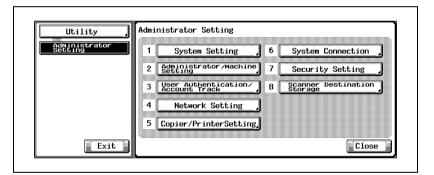
Set the enhance security mode to On or Off.



#### Note

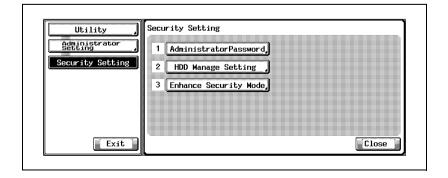
In order to set the Enhanced Security mode to On, it is required by your service representative to set a CE password and a administrator password to your machine.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [7 Security Setting].



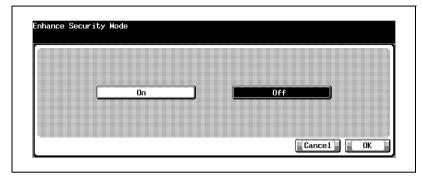
The Security Setting Screen will be displayed.

4 Touch [3 Enhance Security Mode].

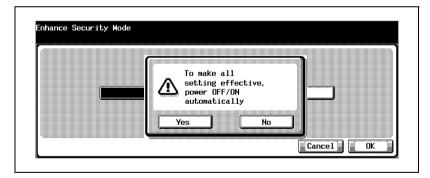


The Enhance Security Mode Screen will be displayed.

5 Touch [On] when activating this mode, or touch [Off] when deactivating this mode.



- Touch [OK] at the lower right side of the screen to display the Confirmation popup screen.
- 7 Touch [Yes] to complete the setting. The machine power will be turned off, then on.
  - Touch [No] to cancel the setting. Touch [Cancel] at the lower right side of the screen to the Security Setting Screen.



If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 18.10 8 Scanner Destination Storage

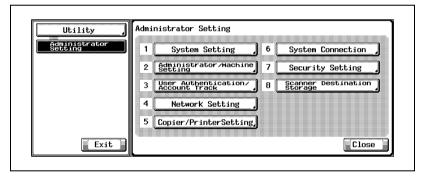
#### 1 Destination Address Change/Delete

Change or delete the destination of the scanned image. The following four addresses can be registered:

- E-Mail (mail address)
- HDD (Box No.)
- FTP (FTP server address)
- SMB (shared folder)

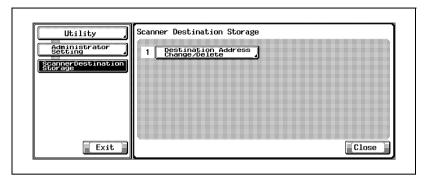
The Group of registered E-Mail addresses can be deleted.

- 1 Press the [Utility/Counter] to display the Utility Screen.
- Touch [6 Administrator Setting], enter the administrator password, and then touch [OK].
  The Administrator Setting Screen will be displayed.
- 3 Touch [8 Scanner Destination Storage].



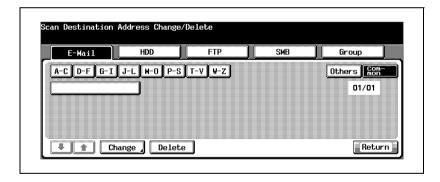
The Scanner Destination Storage Screen will be displayed.

4 Touch [1 Destination Address Change/Delete].



The Scan Destination Address Change/Delete Screen will be displayed.

- 5 Select the address type to change/delete the E-Mail destination address.
  - Touch [E-Mail].

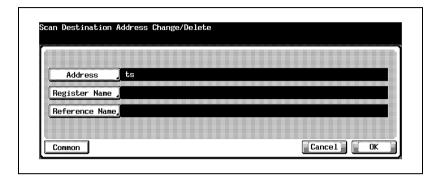


- Display the register name of the destination address using the search key or the up and down arrow keys.
- Touch a register name to highlight it.

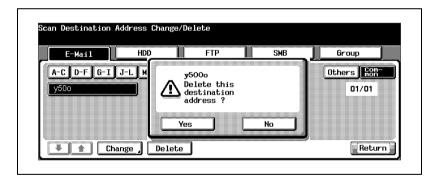
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 To change, touch [Change] to display the Scan Destination Address Change/Delete Screen.

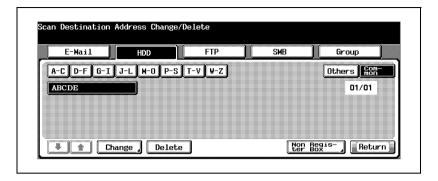
Select the changing item from [Address], [Register Name] and [Reference Name], and change it in the input screen. Touch [Common] to set it as daily use. Touch [OK].



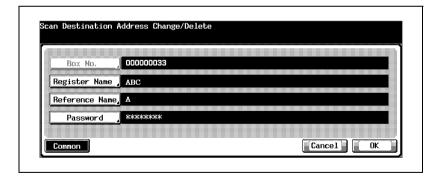
 To delete, touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch [No].



- 6 Select the address type to change/delete the HDD destination address.
  - Touch [HDD].



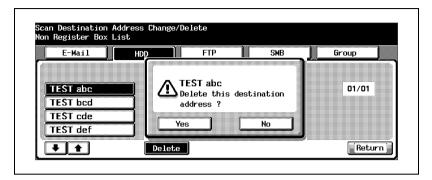
- Display the register name of the destination address using the search key or the up and down arrow keys.
- Touch the register name to highlight it.
- To change, touch [Change] to display the Scan Destination Address Change/Delete Screen.
  - Select the changing item from [Register Name], [Reference Name] and [Password], and change it in the input screen. Touch [Common] to set it as daily use. Touch OK.



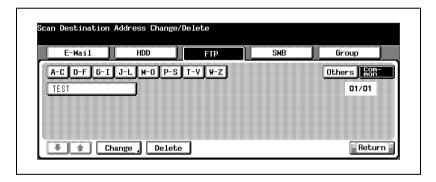
 To delete, touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch No.

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 To delete the unregistered box, touch [Non Register Box] and touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch [No].



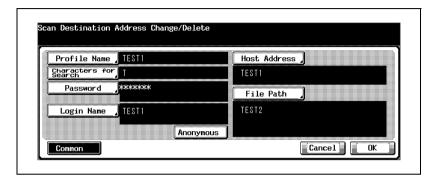
- 7 Select the address type to change/delete the FTP destination address.
  - Touch [FTP].



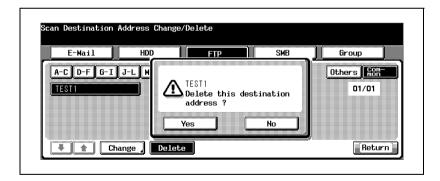
- Display the register name of the destination address using the search key or the up and down arrow keys.
- Touch the register name to highlight it.

 To change, touch [Change] to display the Scan Destination Address Change/Delete Screen.

Select the changing item from [Profile Name], [Character for Search], [Password], [Login Name], [Host Address] and [File Path], and change it in the input screen. Touch [Common] to set it as daily use. Touch [OK].

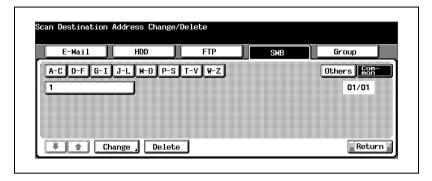


 To delete, touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch [No].

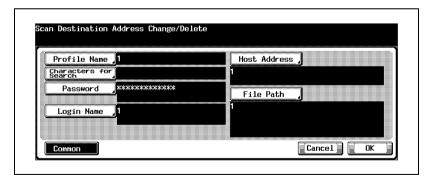


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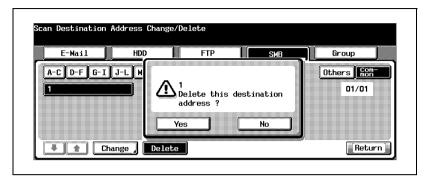
- Select the address type to change/delete the SMB destination address.
  - Touch [SMB].



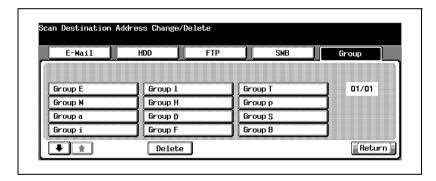
- Display the register name of the destination address using the search key or the up and down arrow keys.
- Touch the register name to highlight it.
- To change, touch [Change] to display the Scan Destination Address Change/Delete Screen.
  - Select the changing item from [Profile Name], [Character for Search], [Password], [Login Name], [Host Address] and [File Path], and change it in the input screen. Touch [Common] to set it as daily use. Touch [OK].



 To delete, touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch [No].



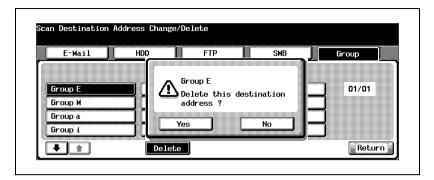
- 9 Select the address type to delete Group.
  - Touch [Group].



- Display the register name of the destination address using the search key or the up and down arrow keys.
- Touch the register name to highlight it.

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 Touch [Delete]. Touch [Yes] on the Delete Confirmation popup screen. To suspend deleting, touch [No].



- 10 Touch [Return] to restore the Scanner Destination Storage Screen.
- 11 Touch [Close] to complete the setting and return to the Administrator Setting Screen.
- 12 If further changes are required, touch the desired key. Touch [Utility] to restore the Utility Screen.

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# 19 Web Utilities Setting

# 19 Web Utilities Setting

#### 19.1 Web Utilities Outlines

When the machine is connected with a PC over a network, the web browser activated on the PC provides the following functions.

#### • Account Track Setting

Make the account track settings concerning the administrator setting using the web browser on a PC.

#### • Remote Panel Setting

Make the remote panel settings to control using the web browser on a PC.

#### • Scan Transmission Setting

Register the address for the transmission of the scanned image data concerning the administrator using the web browser.

#### • Setting Data Import/Export

Transmit the setting data from the machine to a PC (export) using the web browser, then return the data to the machine (import).

#### **Prerequisites**

- Browser: Internet Explorer 6.02 / Netscape Navigator 7.1 / FireFox1.0 or later
- Contact your network manager for details on the network system, the IP address or host name of the machine.
- The account track setting is available only when the machine is under the following conditions.

All distribute numbers (1,000) are assigned the account authentication party.

Account authentication is set ON.

User authentication data is not yet registered.

 The user name "admin" (for accessing to the Administrator Setting Menu) cannot be changed.

Enter the administrator password previously specified on the machine. 00000000 is initially applied.

Once entered, the user name and password are not necessary to be reentered unless the web browser is restarted.



#### Detail

To clear the text boxes, click on [Reset].

To cancel adding a new account track data, click on [Back] or any Administrator Setting menu item to jump to the desired window.

Follow the procedure below to access the Web Utilities of the machine using the web browser.

- Turn on the power to the PC connected with the machine over a network.
- Activate the web browser, then select [Open] from the File menu.
- 3 Enter the URL (http:// [IP address or host name of the machine]), then click on [OK].



The Main Page of the Web Utilities will be displayed.





#### **Detail**

The Web Utilities window is subject to change without notice.

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# 19.2 Setting Account Track Data

Make the account track settings concerning the administrator setting using the web browser on a PC.



#### Detail

To edit the account track data, User Authentication needs to be set to Off, and Account Authentication set to On.

A duplicate password or name will be rejected with an error message. However, duplicating a password is possible using the administrator setting.

The Account Name entry box accepts letters, numbers. Any symbols will be rejected with an error message displayed in the window.

Max. 1,000 account entries can be registered. An error message will be displayed if the above limit is exceeded.

An error message may be displayed when the data entry has not been completed due to the machine operation in progress. Please click on [Apply] while the machine is in an idle state.

## 19.2.1 Adding Account Track

Add a new account track data (password, name, and limit value).

- 1 Open the Web Utilities window.
- 2 Click on [Machine Manager Setting].



The Enter Network Password dialogue box will be displayed.

3 Enter "admin" in the User Name text box, and an 8-digit administrator in the password text box, then click on [OK].



The Machine Manager Setting menu will be displayed.

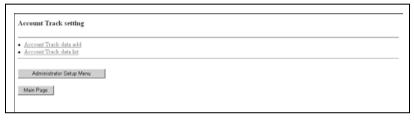
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4 Click on [Account Track setting].



The Account Track Setting menu will be displayed.

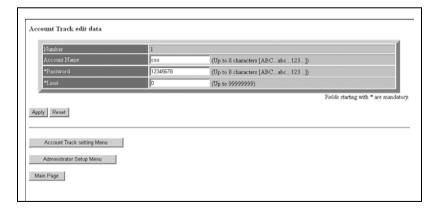
5 Click on [Account Track data add].



The Account Track Data Add window will be displayed.

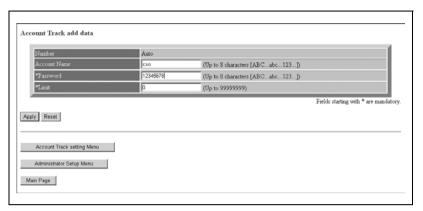
6 Enter a new account track data. Account Name: 8 characters max. Password: 8 digits max.

Limit: 99,999,999 copies max.





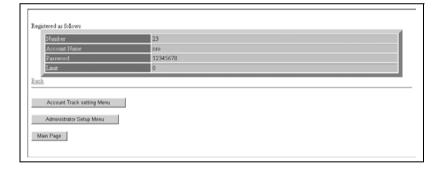
7 Click on [Apply].



The registered content will be displayed in the window.

The new account track data will be transmitted to the machine immediately so that is valid for the user operations.

8 Click on [Back] to return to the Account Track Setting menu or any menu item to jump to the desired window.



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## 19.2.2 Editing Account Track Data

Change or delete the account track data (password, account name, or limit value, or reset the counters).

- 1 Open the Web Utilities window.
- 2 Click on [Machine Manager Setting].



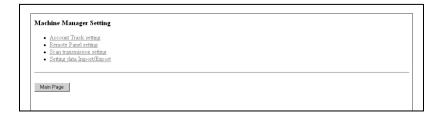
The Enter Network Password dialogue box will be displayed.

3 Enter "admin" in the User Name text box, and an 8-digit administrator password in the password text box, then click on [OK].



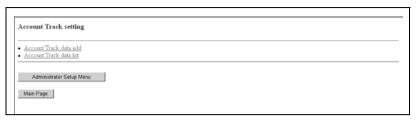
The Machine Manager Setting menu will be displayed.

4 Click on [Account Track setting].



The Account Track Setting menu will be displayed.

5 Click on [Account Track data list].

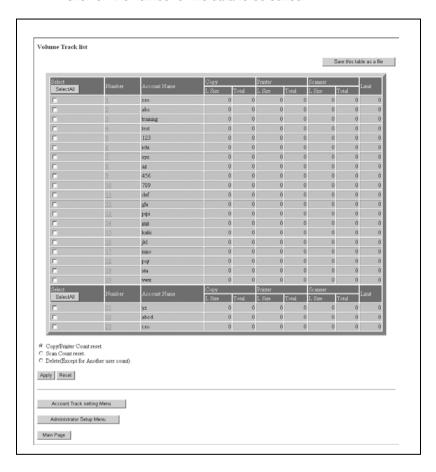


The Account Track List will be displayed.

6 Change the Account Name, Password, and Limit Value.

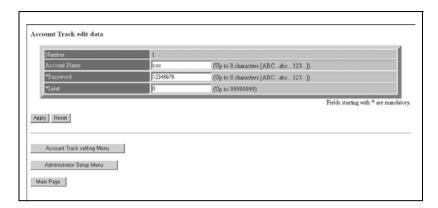
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Click on the number of the data to be edited.



The Account Track Add Data window will be displayed.

 Change the account name, password, or limit value, as desired. For details in entering procedure, refer to page 19-6.



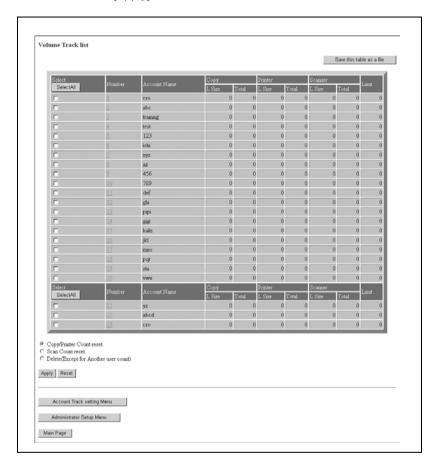
- Click on [Apply].
  - The edited content will be displayed in the window.
  - The edited data will be transmitted to the machine immediately so that is valid for the user operations.
- Click on [Back] to return to the Account Track Data List window.

# 7 Reset Counter.

- Click on the check box(es) to select the account track data of the counter to be cleared. If all the counters are to be cleared, click on [SelectAll].
- Click on the radio button (a white circle) heading the "Copy/Printer Count reset."

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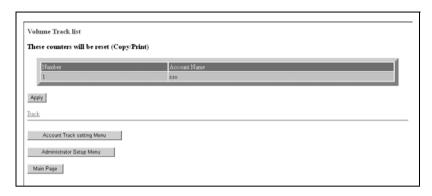
Click on [Apply].



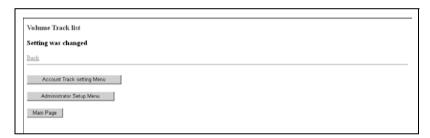
The Counter Reset Confirmation window will be displayed.



Click on [Apply] to immediately reset the counters to zero.



- The message "Setting was changed" will be displayed.
- Click on [Back] to return to the Account Track Data List or any menu item to jump to the desired window.

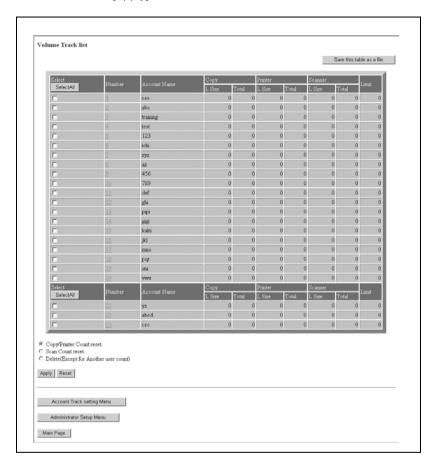


### 8 Delete Counter.

- Click on the check box(es) to select the account track data to be deleted. If all the data are to be cleared, click on [SelectAll].
- Click on the radio button (a white circle) heading the "Delete (Except for Another user count)".

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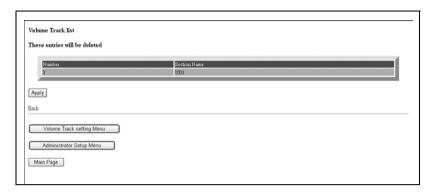
- Click on [Apply].



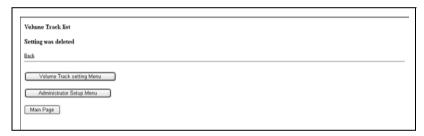
The Delete Confirmation window will be displayed.



Click on [Apply] to immediately delete the data.



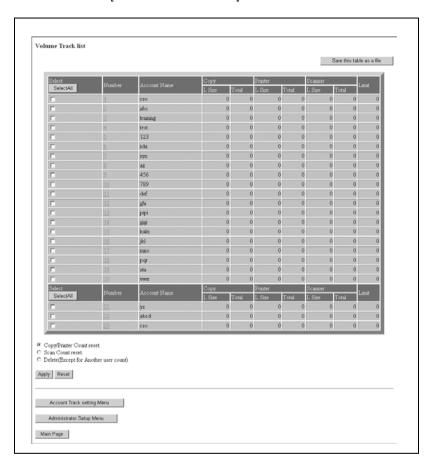
- The message "Setting was deleted" will be displayed.
- Click on [Back] to return to the Account Track Data List or any menu item to jump to the desired window.



9 Save Counter.

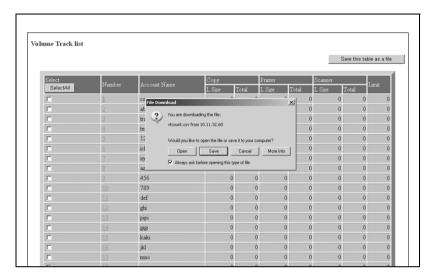
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Click on [Save this table as a file].

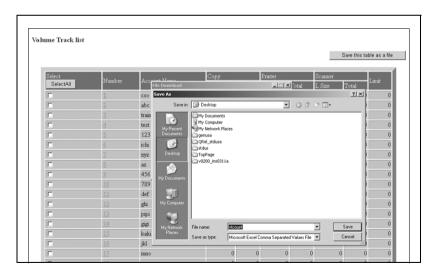




- Click on [Save].



In the dialogue box, designate the folder for saving the data, then click on [Save].



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#### Detail

The account track data will be stored in CSV format.

The data cannot be saved while the machine is in operation. In this case, try this procedure again after the machine starts idling. Click on [Back] in the browser window to return to the Account Track Data List for starting over.

Example: Account track data list stored as a file

NUMBER	PASSWORD	NAME	COPYLARGEC	TNUC	COPYCOUNT	PRINTLARGECOUNT	
4	2	cso2		0		0	0
8	3	cso3		0		0	0
9	4	cso4		0		0	0
24	csoED	CSO		0	(	0	0
1001		UNKNOWN		0	1	1	0
PRINTCOU	NT SCANLAR	GECOUNT	SCANCOUNT	LIMIT			
	0	0	0		50		
	0	0	0		50		
	0	0	0		10		
	0	0	0	11111	111		
	0	0	0		0		

The "Another user count" will be stored by the name of "UNKNOWN" in the last line.

# 19.3 Remote Panel Setting

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine.

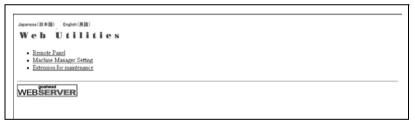
Specify the IP address of the PC to be used for Remote Panel function, using Web Utilities setting on a PC.

#### Remote Panel functions:

- Touch panel screens can be displayed on the web browser and operated using a mouse.
- Control panel keys can be displayed on the web browser and operated using a mouse.
- Passwords can be entered using PC keyboard.

#### Prerequisites:

- JavaScript must be active.
- The machine should be connected with a PC over a network with TCP/IP enabled.
- Set the Enhance Security mode OFF on the machine.
- Open the Web Utilities window.
- 2 Click on [Machine Manager Setting].



The Enter Network Password dialogue box will be displayed.

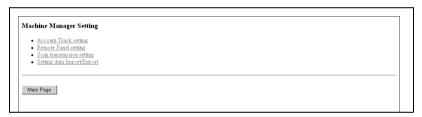
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3 Enter "admin" in the User Name text box, and an 8-digit administrator password in the password text box, then click on [OK].



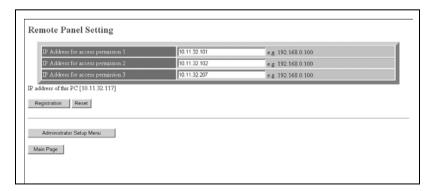
The Administrator Setting menu will be displayed.

4 Click on [Remote Panel setting].



The Remote Panel Setting menu will be displayed.

5 Specify the IP address of the PC to be used for Remote Panel function. Max. 3 IP addresses can be specified.



- 6 Click on [Registration].

  The IP address will be applied to the machine immediately so that is valid for the user operations.
- 7 Click on [Administrator Setup Menu] to restore the Administrator Setting menu.

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# 19.4 Setting Scan Transmission Function

Follow the procedure below to register, change, or delete the address for the transmission of the scanned image data using the web browser. For details of the Scan Transmission Setting, contact your service representative.

#### Prerequisites:

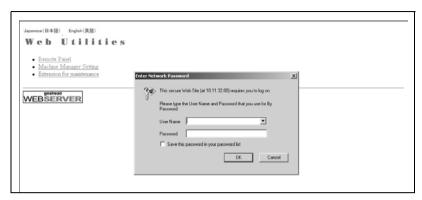
- The Scan Transmission Setting is available in the following condition. The Image Controller IC-203 is installed in the machine and already initialized.
- The Scan Transmission Setting is not used in the machine.
- Using Scan Transmission Setting in the administrator setting, you cannot newly register an E-mail/HDD/FTP/SMB address or group the entries.
- The [Scan transmission setting] key appears in the Scan Transmission Setting window only when the optional Image Controller is installed in the machine.
- Click on the DAILY USE check box in the E-mail Registration table, if the data is frequently used.
- The symbols that cannot be displayed in the entry box will be ignored, if entered.
- The HDD Box No. will be registered as a 9-digit number.
   For example, entering [1] will be registered as [000000001].
- 1 Open the Web Utilities window.
- 2 Click on [Machine Manager Setting].



The Enter Network Password dialogue box will be displayed.

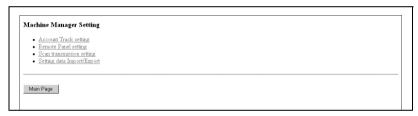


3 Enter "admin" in the User Name text box, and an 8-digit administrator password in the password text box, then click on [OK].



The Administrator Setting menu will be displayed.

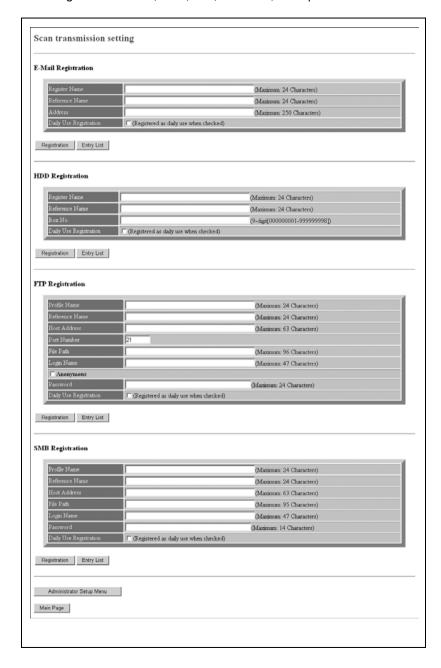
4 Click on [Scan transmission setting].



The Scan Transmission Setting window will be displayed.

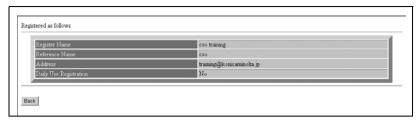
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5 Register the E-Mail, HDD, FTP, and SMB, as required.



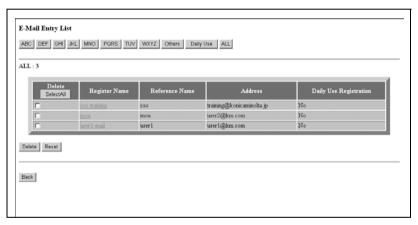


6 Click on [Registration] to complete the entry. The registered content will be displayed.



Click on [Back] to return to the Scan Transmission Setting window.

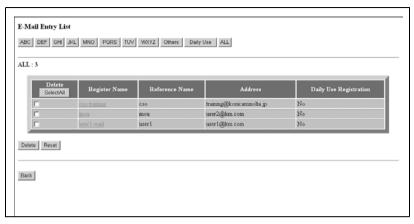
Display the Entry List. Click on [Entry List] of the desired item under the entry box to display the Entry List.



Click on [Back] to return to the Scan Transmission Setting window.

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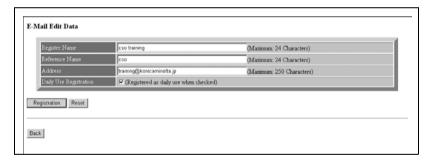
Change the registered contents.
Display the Entry List of the desired item as described in step 7.



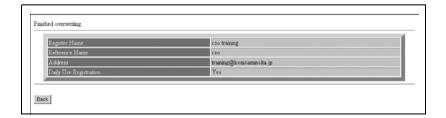
Click on the entry name to be changed.

The window for changing the selected item will be displayed.

Change the contents as desired, then click on [Registration].

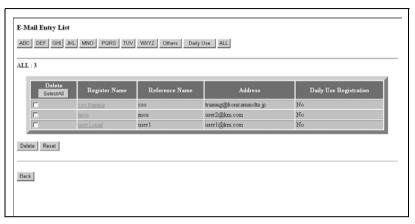


The registered content will be displayed. Click on [Back] to return to the Scan Transmission Setting window.



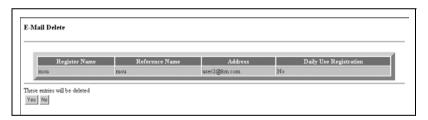


9 Delete the registered contents.
Display the Entry List of the desired item as described in step 7.



Click on the check box in the Delete column of the item to be deleted, then click on [Delete]. If all the data are to be cleared, click on [SelectAll].

The window for deleting the selected item will be displayed. Confirm the registered name to be deleted, then click on [Yes].



Click on [Back] to return to the Entry List window. Click on [Back] to return to the Scan Transmission Setting window.

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# 19.5 Transmitting Machine Setting File

Follow the procedure below to transmit the following setting file from the machine to a PC (export) using the web browser, edit the setting data on the PC, then return the file to the machine (import).

Account track data (max. 1,000 files)

Four Scan Transmission Setting data (max. 500 files in total)

- E-mail data (E-Mail address)
- HDD (Box No.)
- FTP (FTP server address)
- SMB (shared folder)

#### Prerequisites:

- The machine setting file can be stored in a PC so that it may be returned to the machine at any time, and is available for common use if you have two or more machines.
- The file transmitted to a PC, being converted to a file type for batch processing, can be edited efficiently and returned to the machine.
- The file transmitted to a PC normally contains the four data types mentioned above, however, each data type can be made into a file and transmitted separately.
- The exported setting file of this machine can be imported to another model, and vice versa. For details, contact your service representative.



#### Detail

The exported setting file of this machine can be imported to another model, and vice versa. For details, contact your service representative.

The file name is automatically assigned as described below. Select the data to be exported, changing the name if desired.

vt\_tab.txt (account track data)

ip\_email.txt (E-mail data of Scan Transmission Setting data)

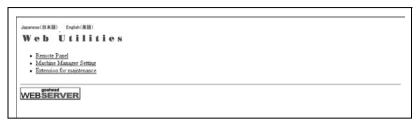
ip\_hdd.txt (HDD data of Scan Transmission Setting data)

ip\_ftp.txt (FTP data of Scan Transmission Setting data)

ip\_smb.txt (SMB data of Scan Transmission Setting data)

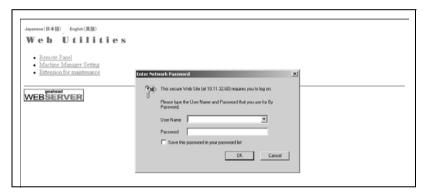


- 1 Open the Web Utilities window.
- 2 Click on [Machine Manager Setting].



The Enter Network Password dialogue box will be displayed.

3 Enter "admin" in the User Name text box, and an 8-digit administrator password in the password text box, then click on [OK].



The Machine Manager Setting menu will be displayed.

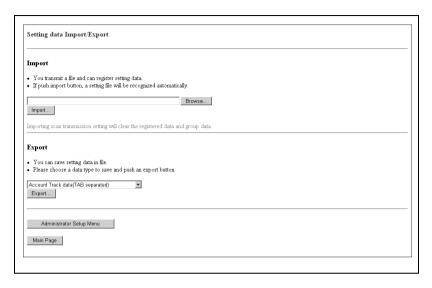
4 Click on [Setting data Import/Export].



The Setting Data Import/Export window will be displayed.

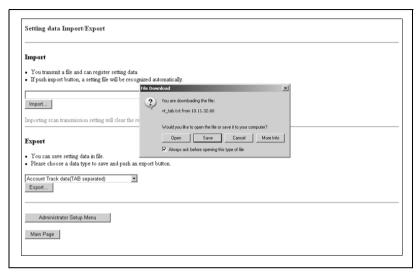
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5 Export the machine setting file. Select the desired file type from the pull-down menu, then click on [Export....]

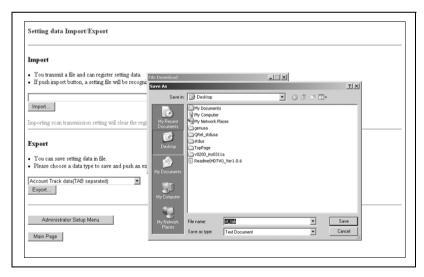




The File Download dialogue box will be displayed. Click on [OK].



In the dialogue box, designate the folder for saving the machine setting file, then click on [Save].



A dialogue box will be displayed when the saving operation is completed.

Click on [Close].

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- Edit the machine setting file.

  The machine setting file transmitted to a PC is a TAB separated text file which can be edited using an application software such as Text Editor or Table Editor. A new setting file can also be created according to the specifications for each file type. See page 19-35 for details.
- Import the machine setting file.

  Click on [Browse...] to designate the machine setting file to be imported, then click on [Import].



The result message will be displayed when the registration is completed.





#### Detail

The file cannot be accessed when the machine is operating. If an error message is displayed, try again to save the file after the current machine operation is completed.



#### Detail

If the registration cannot be completed successfully, error messages will be displayed as follows.

Can't transfer data (The machine is busy)

Try again to import the data after the machine operation in progress is completed.

The data cannot be recognized Confirm that the data is the machine setting file.

Data size is too large

Confirm that the data is the machine setting file. Check if the file size exceeds 100,000 bytes.

The data cannot be registered

Check if inappropriate description is made in the machine setting file. Check if the file entries are already over the limit.

To Edit the Machine Setting File

- Save the file as a text.
- Begin the file with a specified tag. (ex. #EKC\_TAB)
- A line should be 300 bytes or less.
- The file size should be 100,000 bytes or less.
- The line that begins with "#" is a comment.

ex. Machine setting file of an account track data

#EKC_TAB #PASSWORD	NAME	LIMIT
12345678	CSO	0
12345678	abc	0
12345678	training	0
12345678	test	0
12345678	123	0
12345678	ichi	0
12345678	xyz	0
12345678	az	0
12345678	456	0

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#### **Specifications for Each Machine Setting File Type**

#### Account track data setting file:

- Begin the file with #EKC\_TAB.
- Max. 1,000 files can be edited.
- A line should include PASSWORD, NAME, and LIMIT, separated by a tab.
- Use up to 8 digits numbers (0 9) and alphabets only to specify PASS-WORD.
- Use numbers and alphabets only to specify NAME.
- Use up to 8 digits numbers (0 9) only to specify LIMIT (0 99,999,999).

#### E-mail data setting file:

- Begin the file with #IP\_EMAIL.
- A line should include NAME, ADDRESS, REFERENCE, and DAILY, separated by a tab.
- NAME should be 24 bytes or less.
- ADDRESS should be 250 bytes or less.
- REFERENCE should be 250 bytes or less.
- Mark DAILY USE with "1" or DAILY NOT USE with "0" in each column.

#### HDD data setting file:

- Begin the file name with #IP\_HDD.
- A line should include NAME, NUMBER, REFERENCE, or DAILY, separated by a tab.
- NAME should be 24 bytes or less.
- Use up to 9 digits numbers (0 9) only to specify a NUMBER.
- REFERENCE should be 24 bytes or less.
- Mark DAILY USE with "1" or DAILY NOT USE with "0" in each column.

#### FTP data setting file:

- Begin the file name with #IP\_FTP.
- A line should include NAME, ADDRESS, PORT, FILEPATH, LOGINNAME, PASSWORD, REFERENCE, or DAILY being separated by a tab.
- NAME should be 24 bytes or less.
- ADDRESS should be 63 bytes or less.
- Use up to 5 digits numbers (0 9) only to specify PORT (1 65,535).
- FILEPATH should be 96 bytes or less.
- LOGINNAME should be 47 bytes or less.
- PASSWORD should be 24 bytes or less.
- REFERENCE should be 24 bytes or less.
- Mark DAILY USE with "1" or DAILY NOT USE with "0" in each column.

#### SMB data setting file:

- Begin the file name with #IP\_SMB.
- A line should include NAME, ADDRESS, FILEPATH, LOGINNAME, PASSWORD, REFERENCE, or DAILY being separated by a tab.
- NAME should be 24 bytes or less.
- ADDRESS should be 63 bytes or less.
- FILEPATH should be 96 bytes or less.
- LOGINNAME should be 47 bytes or less.
- PASSWORD should be 14 bytes or less.
- REFERENCE should be 24 bytes or less.
- Mark DAILY USE with "1" or DAILY NOT USE with "0" in each column.

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# 20

# PageScope Web Connection Setting

# 20 PageScope Web Connection Setting

# 20.1 PageScope Web Connection Outlines

PageScope Web Connection is a device control utility program provided by the HTTP server built into the image controller of the KONICA MINOLTA bizhub PRO 920. This utility can be used with a Web browser to display the status of the bizhub PRO 920 printer, scanner, and network, and to change default and network settings.



#### Detail

The PageScope Web Connection cannot be used in the following condition.

The Enhanced Security mode is set on. (See page 18-213) The PSWC Setting is set in "Not Use". (See page 18-165)

#### **System Requirements**

To fully access all of the features of PageSope Web Connection, the operating computer must meet the following requirements.

Operating System	Web Browser
Windows 98, Me, NT4.0, 2000, XP, Server 2003	Microsoft Internet Explorer 6 (recommended) Microsoft Internet Explorer 5.x, in which MSXML3 must be installed (*1) Netscape Navigator 7.02 or higher
Macintosh Mac OS 8.x, 9.x, X	Netscape Navigator 7.02 or higher
Linux	Netscape Navigator 7.02 or higher

(\*1) Download MSXML3.0 from Microsoft Download Centre and install it on your system.

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#### Web Browser Settings

#### JavaScript

JavaScript must be active. For setting JavaScript, see the following procedure.

#### Internet Explorer

Select [Internet Options] under [Tools]. Select the [Security] tab and then click [Custom Level]. Scroll down to the item that reads [Active Scripting]. Select the option marked [Enable].

Netscape Navigator
 Select [Preferences] under [Edit]. Click [Advanced] and then click [Scripts
 & Plug-ins]. Check [Navigator] under [Enable JavaScript for].

#### Cookies

Cookies must be active. For setting cookies, see the following procedure.

Internet Explorer

Select [Internet Options] under [Tools]. Select the [Privacy] tab and then move the slider to the [High] privacy setting.

Netscape Navigator

Select [Preferences] under [Edit]. Click [Privacy & Security] and then click [Cookies]. Check [Allow cookies based on privacy settings] or [Allow all cookies] under [Cookie Acceptance Policy].

#### Cache

Confirm the following cache setting using the browser.

nternet Explorer

Select [Internet Options] under [Tools]. Select the [General] tab and then click [Settings]. Check [Every visit to the page] under [Check for newer versions of stored pages:].

Netscape Navigator

Select [Preferences] under [Edit]. Click [Advanced] and then click [Cache]. Check [Every time I view the page] under [Compare the page in the cache to the page on the network:].

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#### 20.2 Access

PageScope Web Connection can be accessed directly from a Web browser.

- 1 Start the Web browser.
- In the Address bar, enter the IP address of the image controller as shown below. Then press the [Enter] key. http://IP address of the image controller/ (Example)When the IP address of the image controller is 192.168.0.10: http://192.168.0.10
- The PageScope Web Connection screen appears.

#### Operation

PageScope Web Connection operation is identical to Internet Web pages. You can click a link on the Web page to jump to the link destination.

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# 20.3 Screen Configuration

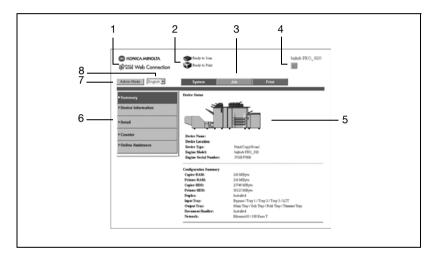
The screen shown below is called the User Mode screen: all users can view this screen. By clicking [Admin Mode] and entering an appropriate Admin Password in the User Mode screen, you can enter the Administrator Mode Screen.

The configuration of the PageScope Web Connection screen is shown below.



#### **Detail**

If user authentication is set, the user name and password entry screen will appear.



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No.	Item	Description
1	KONICA MINOLTA PageScope Web Connection Logo	Click the KONICA MINOLTA logo to jump to the Konica Minolta web site. http://konicaminolta.jp Click the PageScope Web Connection logo to jump to the About Screen, providing the version information and the copyright description. Click the PageScope Web Connection logo on the About Screen to jump to the following Web site. http://pagescope.com
2	Status Display	Icons and text indicate the current status of the main body's printer and scanner. The message "Ready" appears when the main body's printer and scanner are operating normally.
3	Tabs	Select the categories of items to be displayed. System Job (User Mode only) Print Scan (Administrator Mode only) Network (Administrator Mode only) For the details of each tab, see the following sections.
4	Help	If an online manual URL has been set, the online manual will appear.
5	Information and Setting Details	Displays the details of the selected menu.
6	Menus	Selects the information or setup item to be displayed. The menus that appear vary depending on the tab selection.  For the details of each menu, see the following sections.
7	Administrator Mode	Logs into Administrator Mode. (For details on the login procedure for Administrator Mode, see "Logging in Using Administrator Mode" below.)
8	Language	Sets the display language for the browser. [Auto] indicates the same language as the operating system being userd and the other optinos indicate the same language as displayed on the control panel.

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# 20.3.1 Logging in Using Administrator Mode

By logging into PageScope Web Connection in Administrator Mode, you can configure or confirm the image controller system.



#### Detail

The default value of the administrator password for PageScope Web Connection is 00000000.

You can change the administrator password for PageScope Web Connection using the browser in the [System] area of Administrator Mode. See "Administrator Mode" on page 20-10. You can also change it using the touch panel of the main body. Contact your service store for details.

In order to ensure the security against data used in Administrator Mode, set SSL. SSL can be set on the [Network] tab of Administrator Mode. For the details on the SSL setting, see page 20-42.

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1 Click the [Admin Mode] button in the upper left corner of the screen.



2 Enter the password for Administrator Mode and click the [Login] button.



3 To log out, click [Logout].

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#### 20.4 Administrator Mode

By logging into PageScope Web Connection in Administrator Mode, you can configure or confirm the image controller system.

For the details on the login procedure for Administrator Mode, see "Logging in Using Administrator Mode" on page 20-8.

# 20.4.1 System Tab

On the [System] tab, information concerning the system configuration of the machine and settings is displayed.

#### **Administrator Password**

This screen appears when you click [Administrator Password] on the [System] tab. The screen is used to change the administrator password.



#### Description

- Current Password:
   Enter the current administrator password. The password is displayed in asterisks (\*).
- New Password:
   Enter a new administrator password. Maximum eight alphanumeric characters can be used. The password is displayed in asterisks (\*).
- Retype New Password:
   Retype the new password as entered above for confirmation.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
  Click the button to clear the settings that were entered or selected.

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#### **Device Information**

This screen appears when you click [Device Information] on the [System] tab. The screen is used to enter the device name, device place, and the administrator name.



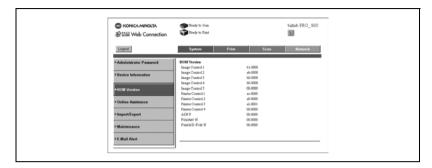
#### Description

- Device Name:
  - Enter the name of the device. Maximum 255 alphanumeric characters can be used. Click [Detail] on the [System] tab of the User Mode Screen to display this screen.
- Device Place:
  - Enter the location where the device is set up. Maximum 255 alphanumeric characters can be used. Click [Detail] on the [System] tab of the User Mode Screen to display this screen.
- Administrator Name:
  - Enter the device administrator. Maximum 255 alphanumeric characters can be used. Click [Device Information] on the [System] tab of the User Mode Screen to display this screen.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
  - Click the button to clear the settings that were entered.

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#### **ROM Version**

This screen appears when you click [ROM Version] on the [System] tab. It shows the ROM version of the copier.



#### **Online Assistance**

This screen appears when you click [Online Assistance] on the [System] tab. You can use the screen to enter information concerning product support. Click [Online Assistance] on the [System] tab of the User Mode Screen to display information entered on this screen.



#### Description

- Contact Name:
  - Enter the support contact for the product. Maximum 63 alphanumeric characters can be used.
- Contact Information:
  - Enter the phone number of the support contact for the product. (Blank by default.) Maximum 127 alphanumeric characters can be used.
- Product Help URL:
   Enter the URL of the product information Web site. (Blank by default.)
   Maximum 127 alphanumeric characters can be used.
- Corporate URL:
   The URL of the manufacturer Web site. (Can be changed.) Maximum 127 alphanumeric characters can be used.

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Supplies and Accessories:

Enter the contact for ordering consumables. Maximum 127 alphanumeric characters can be used.

Online Help URL:

Enter the online manual URL. Maximum 127 alphanumeric characters can be used.

There are two choices:

Accessing the manual on the Internet posted on the Konica Minolta website:

Enter http://pagescope.com/download/webconnection/onlinehelp/920/help.html.

Accessing the manual over the LAN:

Enter http://(IP address for the PC)/pswc\_help/\*\*\*\*.pswc\_help.html.

The administrator must have the online manual to make it available over the LAN server.

Use a PC on which Microsoft IIS or another Web server is running. The Web server must be set to have the folder "/pswc\_help/" accessible. Make sure to copy to the Web server the entire pswc\_help folder which is installed using the installer CD.

[Apply] button:

Click the button to apply the new settings.

[Clear] button:
 Click the button to clear the settings that were entered or selected.



#### Note

If the online manual URLs are not used, users must save the online help file on their PCs. In this case, the [Help] button will not function.

## Import/Export

This screen appears when you click [Import/Export] on the [System] tab. You can use the screen to import a setting file from a PC to the device, and to export a setting file from the device to a PC.



#### Detail

See Appendix for "The data for Import/Export".



## Description

• Import:

Enter the name of a file to which the setting value of the device will be entered (imported).

You can click the [Browse] button and select a setting file to import. Click the [Import] button to import the setting file from PC to the device.

Export:

Export the setting value of the device to PC.

Click the [Export] button to display the file download screen. Click the [Save] button to select a place to save the file.

The download completion screen will appear. Click the [Close] button. A dat file will be exported from the device. (The file format must be confirmed.)

[Clear] button:

Click the button to clear the settings that were entered or selected.

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#### Maintenance

This screen appears when you click [Maintenance] on the [System] tab. You can use the screen to operate maintenance of the machine. You can initialize the network settings (reset to factory default settings) or restart the network only to enable new parameters.

# **Network Setting Clear**

This screen appears when you click [Network Setting Clear] under the [Maintenance] menu. You can use the screen to initialize the network settings to factory default.



#### Detail

It may take few minutes for clearing the network settings. After clearing the settings is completed, you can access the network again. When you use the network, restart the Web browser.



## Description

Network Setting Clear:
 Click the [Clear] button to display the confirmation screen. Click [OK] to clear.

## Reset

This screen appears when you click [Reset] under the [Maintenance] menu. Restart on the network section to enable new parameters. In this case, the controller will be initialized, however the main body will not.



#### Detail

If you want to initialize the main body after resetting the network, wait until the controller restarts (about 2 minutes) and turn the main power switch OFF. Wait 10 seconds or longer before turning the device ON again.

It may take few minutes for resetting the network. After resetting the network, you can access the network again. When you use the network, restart the Web browser.



## Description

Reset:

Click the [Reset] button to restart the network only to enable new parameters.

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## **Alert Mail**

This screen appears when you click [Alert] on the [System] tab. You can use the screen to set sending notices to the selected e-mail addresses when an alert occurs to your system. The alert items that are checked their checkboxes will be sent as alert by e-mail.



## Description

- E-Mail Notification:
   Sets whether or not to enable alert mail notice function.
- Notification E-Mail Address:
   Enter the e-mail address to which to send alert mail. Maximum 250 characters can be used.
- Alert: Choose notification items.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered or selected.

## 20.4.2 Print Tab

The [Print] tab is used to configure the image controller.

## Interface

This screen appears when you click [Interface] on the [Print] tab. The screen is used to set information concerning the interface timeout.

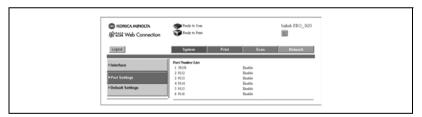


## Description

- Parallel Timeout: Set parallel port timeout (10-300 seconds).
- Network Timeout: Set receive network timeout (10-300 seconds).
- [Apply] button: Click the button to apply the new settings.
- [Clear] button: Click the button to clear the settings that were entered.

# **Port Settings**

This screen appears when you click [Port Settings] on the [Print] tab. You can use the screen to see the list of port settings.



## Description

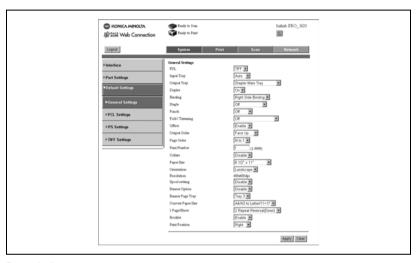
- RAW port number
   List the RAW port numbers 1 to 6 that are set in [TCP/IP] on the [Network] tab.
- Status
   Show enable or disable of each RAW port.

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## **Default Settings**

## General Settings

This screen appears when you click [General Settings] under the [Default Settings] menu. The screen is used to set default values for printer settings, that are not associated with PDL. If there is no command from the driver, this setting will be applied. These settings also appear if you select Controller Settings on the touch panel's Utility Screen - 2 Controller Settings - 1 Basic Settings.



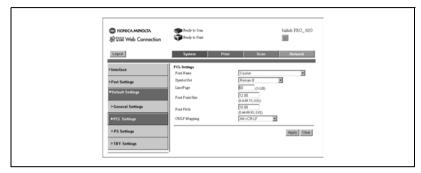
## Description

- Enter for individual items.
   PDL, Input Tray, Output Tray, Duplex, Binding, Staple, Punch, Fold/Trimming, Offset, Output Order, Page Order, Print Number, Collate, Paper Size, Orientation, Resolution, Spool Setting, Banner Option, Banner Page Tray, Convert Paper Size, 1 Page/Sheet, Booklet, Print Position.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

## PCL Settings

This screen appears when you click [PCL Settings] under the [Default Settings] menu. The screen is used to set PCL.

These settings also appear if you select Controller Settings on the touch panel's Utility Screen - 2 Controller Setting - 2 Printer Settings - 3 PCL Settings.



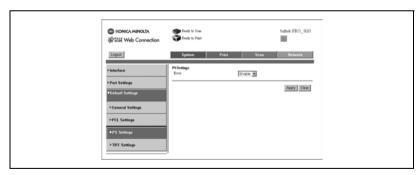
## Description

- [Apply] button: Click the button to apply the new settings.
- [Clear] button: Click the button to clear the settings that were entered.

## PS Settings (Option)

This screen appears when you click [PS Settings] under the [Default Settings] menu. The screen is used to set PS.

These settings also appear if you select Controller Settings on the touch panel's Utility Screen - 2 controller Setting - 2 Printer Settings - 3 PS Settings.



## Description

- Print To PS Error:
   Select whether or not to print the error report when an error occurs while rasterizing PostScript data.
- [Apply] button: Click the button to apply the new settings.
- [Clear] button: Click the button to clear the settings that were entered.

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## TIFF Settings

This screen appears when you click [TIFF Settings] under the [Default Settings] menu. The screen is used to set default values for TIFF settings. These settings also appear if you select Controller Settings on the touch panel's Utility Screen - 2 Controller Settings - 2 Printer Settings - 4 TIFF Settings.



# Description

- Enter for individual items.
   Auto Paper Select, Image Position.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.



# 20.4.3 Scan Tab

The [Scan] tab is used to enter, edit, or delete subject and body text for e-mail.

## **Subject Registration**

This screen appears when you click [Subject] on the [Scan] tab. You can use the screen to enter, edit, or delete the subject for e-mail.



## Description

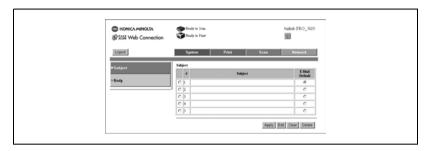
- [Apply] button:
   Click the button to apply the new settings.
- [Edit] button:
   Click the button to open the editing screen.
- [Clear] button:
   Click the button to set it to the default before changes were applied.
- [Delete] button:
   Click the button to delete a selected subject.

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# To Enter / Edit Subjects

Check the number of the subject to enter or edit, and click the [Edit] button.



Enter the subject on the Subject Registration screen, and click the [Apply] button. You can use maximum 64 characters.



3 Click the [OK] button on the Completed screen. It will take you back to the subject list screen.



# **To Delete Subjects**

- 1 Check the number of the subject to delete, and click the [Delete] button.
- 2 Click the [OK] button on the Subject Deletion screen.



3 Click the [OK] button on the Completed screen.



It will take you back to the subject list screen.

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# **Body Registration**

This screen appears when you click [Body] on the [Scan] tab. You can use the screen to enter, edit, or delete the body text for e-mail.



## Description

- [Apply] button:
   Click the button to apply the new settings.
- [Edit] button:
   Click the button to open the editing screen.
- [Clear] button:
   Click the button to set it to the default before changes were applied.
- [Delete] button:
   Click the button to delete a selected body text.

# To Enter / Edit Body

- 1 Check the number of the body text to enter or edit, and click the [Edit] button.
- Enter the text on the Body Registration screen, and click the [Apply] button.

You can use maximum 256 characters.



3 Click the [OK] button on the Completed screen.



It will take you back to the body text list screen.

## To Delete Bodies

- 1 Check the number of the body text to delete, and click the [Delete] button.
- Click the [OK] button on the Body Deletion screen.



3 Click the [OK] button on the Completed screen.



It will take you back to the body text list screen.

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## 20.4.4 Network Tab

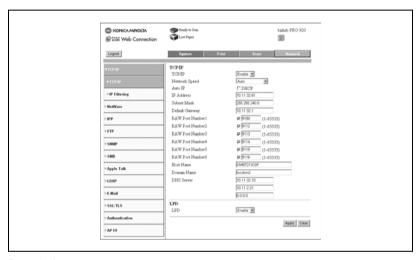
The [Network] tab shows settings concerning the printer controller network.

## TCP/IP

#### TCP/IP

This screen appears when you click [TCP/IP] on the [Network] tab. The screen is used to set a summary of the image controller interface (TCP/IP settings).

When TCP/IP is set to disable, you still need to set parameters. Make sure to enter parameters correctly.

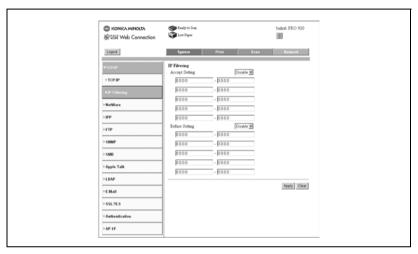


#### Description

- Enter for individual items.
  - TCP/IP, Network Speed, Auto IP, IP Address, Subnet Mask, Default Gateway, RAW Port Number 1-6, Host Name, Domain Name, DNS Server, LPD.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

## IP Filtering

This screen appears when you click [IP Filtering] under the [TCP/IP] menu. The screen is used to specify the host address and restrict access permission. You can also use the screen to enable or disable access permission, access refusal, and their ranges of TCP/IP filtering. When the same range is specified for the accept setting and the refuse setting, the refuse setting has priority over the accept setting.



## Description

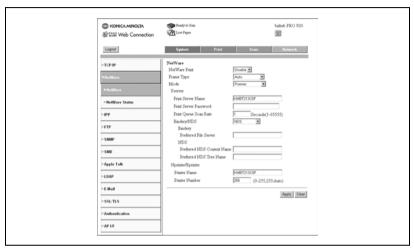
- Enter for individual items.
   Access Permission Addresses and their ranges, Access Refusal Addresses and their ranges.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were selected.

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#### **Netware**

#### NetWare

This screen appears when you click [NetWare] on the [Network] tab. The screen is used to enter and confirm various settings concerning NetWare. When NetWare is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



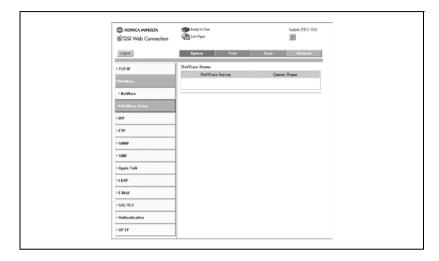
#### Description

- Enter for individual items.
  - NetWare Print, Frame Type, Mode, Pserver Print Server Name, Print Server Password, Print Queue Scan Rate, Bindery/NDS Bindery, Preferred File Server, NDS, Preferred NDS Context Name, Preferred NDS Tree Name, Nprinter/Rprinter, Printer Name, Printer Number
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were selected.



## NetWare Status

This screen appears when you click [NetWare Status] under the [NetWare] menu on the [Network] tab. This screen is used to confirm NetWare status.



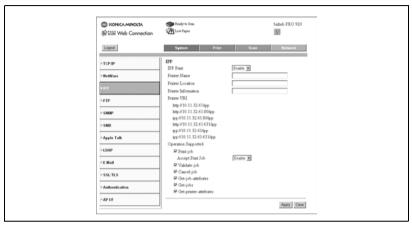
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#### **IPP**

This screen appears when you click [IPP] on the [Network] tab. This screen is used to enter and confirm settings concerning IPP.

When IPP Print is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

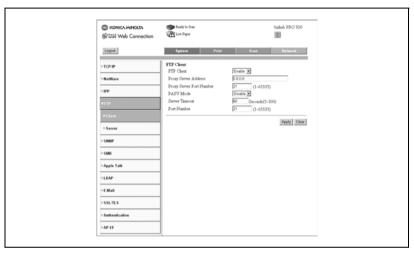
- Enter for individual items.
   IPP Print, Printer Name, Printer Location, Printer Information, Operations Supported.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

#### **FTP**

## FTP Client

This screen appears when you click [FTP] on the [Network] tab, then click [Client] under the [FTP] menu. The screen is used to enter and confirm various settings concerning the FTP client.

When FTP Client is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

- Enter for individual items.
   FTP Client, Proxy Server Address, Proxy Server Port Number, PASV Mode, Server Timeout, Port Number.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

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## FTP Server

This screen appears when you click [FTP] on the [Network] tab, then click [Server] under the [FTP] menu. The screen is used to enter and confirm various settings concerning the FTP server.



## Description

- FTP Server: Select enable or disable.
- [Apply] button: Click the button to apply the new settings.
- [Clear] button: Click the button to clear the settings that were entered.



## **SNMP**

This screen appears when you click [SNMP] on the [Network] tab. The screen is used to enter and confirm settings concerning SNMP.



## Description

- SNMP: Select enable or disable.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
  Click the button to clear the settings that were entered.

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## **SMB**

## SMB Scan

This screen appears when you click [SMB] on the [Network] tab, then click [Scan] under the [SMB] menu. The screen is used to enter and confirm settings concerning SMB scan.



# Description

- SMB Scan: Select enable or disable.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

## Print

This screen appears when you click [Print] under the [SMB] menu. The screen is used to enter and confirm settings concerning SMB printing. When SMB Print is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

- Enter for individual items.
   SMB Print, NetBIOS Name, Print Service Name, Work Group.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button: Click the button to clear the settings that were entered.

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# **AppleTalk**

This screen appears when you click [Apple Talk] on the [Network] tab. The screen is used to enter and confirm settings concerning Apple Talk. When Apple Talk is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

- Enter for individual items.
   Apple Talk, Printer Name, Zone Name.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

#### **LDAP**

This screen appears when you click [LDAP] on the [Network] tab. The screen is used to enter and confirm settings concerning LDAP.

When LDAP is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

- Enter for individual items.
  - LDAP, LDAP Server Address, Port Number, Use SSI, Port Number (SSL), Search Root, Search Timeout, Max # of LDAP Hits, Authentication Method, User Authentication, Login Name, Password, Domain Name.
- [Check LDAP Setting] button:
   Click the button to check the LDAP setting.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

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# To check LDAP Setting:

- Enter for individual items.
- Click the [LDAP Setting] button on the LDAP screen.
- 3 Click the [OK] button on the Completed screen.
  It will take you back to the LDAP screen again.

LDAP setting check was successful.	
	ок

#### E-Mail

## E-Mail Receive (POP) Configuration

This screen appears when you click [E-Mail] on the [Network] tab, then click [E-Mail Receive] under the [E-Mail] menu. The screen is used to enter and confirm settings concerning receiving e-mail.

When E-Mail Receive is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

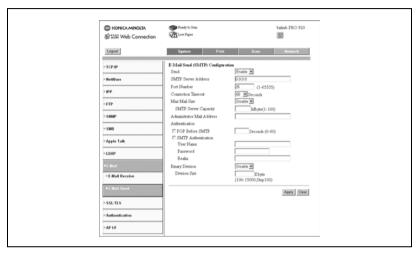
- Enter for individual items.
  - Receive, Receiving Server Address, User Name, Password, APOP, Connection Timeout, Port Number.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

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## E-Mail Send (SMTP) Configuration

This screen appears when you click [E-Mail] on the [Network] tab, then click [E-Mail Send] under the [E-Mail] menu. The screen is used to enter and confirm settings concerning sending e-mail.

When E-Mail Send is set to disable, you still need to set parameters. Make sure to enter parameters correctly.



## Description

- Enter for individual items.
   Send, SMTP Server Address, Port Number, Connection Timeout, Max Mail Size, SMTP Server Capacity, Administrator Mail Address, Authentication, POP Before SMTP, SMTP Authentication, User Name, Password, Realm, Binary Division, Division Size.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

## SSL/TLS

This screen appears when you click [SSL/TLS] on the [Network] tab. The screen is used to enter and confirm settings concerning SSL/TLS. You can configure them separately depending whether or not certificates are installed



## Note

Only [Create a Self-Signed Certificate], [Request a Certificate], and [Install a Certificate] can be selected.

If you click [Cancel], it will take you back to the SSL/TLS Setting screen.

## If a certificate is not installed - Creating a self-signed certificate

1 Click [Setting].



The SSL/TLS Setting screen appears.

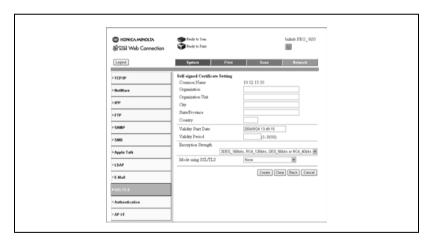
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Check [Create a Self-Signed Certificate] and click [Next].



The Self-Signed Certificate Setting screen appears.

3 Enter settings, and click [Create].



Following the screen indicating that the certificate is being created, another screen appears, saying, "The certificate has been created. SSL/TLS can now be used."

4 Click [OK].

It will take you back to the SSL/TLS Information screen of the self-signed certificate



# If a certificate is not installed - Requesting a certificate to instal

1 Click [Setting].



The SSL/TLS Setting screen appears.

Check [Request a Certificate] and click [Next].



The Request a Certificate screen appears.

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3 Enter necessary information, and click [Next].



Following the screen indicating that the certificate is being requested, another screen appears indicating the request has been completed.

- 4 Click [OK].
  The Certificate Signing Request Data screen appears.
- 5 Click [Save].



The file will be saved.

6 Click [OK].
It will take you back to the SSL/TLS Information screen.

- 7 Click [Setting].
  The SSL/TLS Setting screen appears.
- 8 Check [Install a Certificate], and click [Next].
  The certificate installation screen appears.
- 9 Enter the data of the certificate that you requested.



10 Click [Next].
The Encryption Strength Setting and the Mode using SSL/TLS screen appears.

11 Enter discretionary settings, and click [Create].



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Creation results appear.

12 Click [OK].

It will take you back to the SSL/TLS Information screen.



## Note

Initially [Request a Certificate] is checked. Remove an already installed certificate first before requesting a new one.



# If a certificate has been installed - Requesting a certificate to switch information

1 Click [Setting].



The SSL/TLS Setting screen appears.

2 Click [Next].



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3 Enter necessary information, and click [Next].



Following the screen indicating that the certificate is being requested, another screen appears indicating the request has been completed.

- 4 Click [OK].
  The Certificate Signing Request Data screen appears.
- 5 Click [Save].



The file will be saved.

6 Click [OK]. It will take you back to the SSL/TLS Information screen.

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- 7 Check [Install a Certificate], and click [Next]. The certificate installation screen appears.
- 8 Enter the data of the certificate that you requested.



- 9 Click [Next].
- 10 The Encryption Strength Setting and the Mode using SSL/TLS screen appears.
- 11 Enter discretionary settings, and click [Create].



Creation results appear.

12 Click [OK].

It will take you back to the SSL/TLS Information screen.

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### Changing mode settings - Changing encryption strength setting

1 Click [Settings].



The SSL/TLS Setting screen appears.

2 Check [Set a Encryption Strength], and click [Next].



The Encryption Strength Setting screen appears.

3 Select a discretionary value.

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### 4 Click [Create].



The completion screen appears.

### 5 Click [OK].

It will take you back to the SSL/TLS Information screen.

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### Changing mode using SSL/TLS

1 Click [Settings].



The SSL/TLS Setting screen appears.

Check [Mode using SSL/TLS], and click [Next].



The Mode using SSL/TLS screen appears.

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3 Select a discretionary mode, and click [Create].



The completion screen appears.

4 Click [OK.]

It will take you back to the SSL/TLS Information screen.

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### Removing a certificate

1 Click [Settings].



The SSL/TLS Setting screen appears.

2 Check [Remove a Certificate], and click [Next].



The Remove a Certificate screen appears.

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### 3 Click [Remove].



The removal confirmation screen appears.

4 Click [OK].

It will take you back to the SSL/TLS Information screen.

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### **Authentication**

### Auto Logout

This screen appears when you click [Authentication] on the [Network] tab. The screen is used to enter and confirm settings concerning logout time. Enter for individual items.



### Description

- Enter for individual items.
   Admin Logout Time, User Logout Time.
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
   Click the button to clear the settings that were entered.

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### AP I/F

This screen appears when you click [AP I/F] on the [Network] tab. The screen is used to enter and confirm settings concerning the AP I/F. Enter for individual items.



### Description

- Enter for individual items.
   Port Number, Use SSL/TLS, Port Number (SSL).
- [Apply] button:
   Click the button to apply the new settings.
- [Clear] button:
  Click the button to clear the settings that were entered.

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# 21 Security Functions

### 21 Security Functions

The bizhub PRO 920 device has two security modes.

### Normal mode

Use this mode if the machine is used by a single person and there is a low possibility of illicit access and operations. This is the default mode when shipped from the factory. To use regular mode, please see the user's guide for each individual machine.

### **Enhanced Security mode**

Use this mode if the machine is connected to a local area network, or to external networks through a telephone line or other means. An Administrator manages the device according to this user's guide, so that users can have a safe operating environment.

Your administrator is the only one who can turn the Enhanced Security mode ON and OFF, and make other changes, and your service representative will designate an administrator.

To turn the Enhanced Security mode ON, the service representative should set a CE authentication password and Administrator password for the device.

If IC-203 is not installed, you cannot set the Enhanced Security Mode to ON.

The Enhanced Security mode cannot be turned ON when the Machine NIC is activated. Please contact your service representative when using the Enhanced Security mode.

Enhanced Security mode is recommended to prevent data from being accessed or tampered with.

### **Environments in which Enhanced Security mode is recommended**

Description

- The device is connected to an local network, the Internet through a firewall, or the external telephone line for maintenance.
- The device is monitored by a telephone line or a network.

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### Creating a secure environment

For security, we recommend that supervisors and an administrator use Enhanced Security mode and establish an environment as follows.

- Where to set up the device
   Set up the device in a place where only designated personnel can operate it.
- User training

The administrator must provide training and information to users to maintain the security of the device. Users should keep passwords set up by the administrator, and a password that they set up on their own in a secure place.

The administrator is supposed to give the instructions for releasing the authentication function to a user when creating a Box for that user, therefore the user should perform to release the authentication function when machine operation is completed.

- Qualifications to be an administrator
   A supervisor must select a reliable person who has adequate knowledge, technical ability, and experience as an administrator, to whom to delegate administration of the device.
- Guarantee of service representative (CE)
   A supervisor or an administrator can use Enhanced Security mode after confirming that a service contract was signed with the service representative (CE).
  - Clearly state in the service contract that the service representative will not engage in any fraudulent actions.
- Secure LAN
  - We recommend that you use an apparatus such as WEP code (802.11×) to prevent tapping during communication when setting up a local area network.

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# Enhanced Security Mode

### 22 Enhanced Security Mode

### 22.1 Description of Enhanced Security mode

The following items will have enhanced security.

### Protect and delete used data in memory and on the HDD

There are two kinds of image data that will be saved in memory and on the HDD: AHA compressed data and uncompressed data (TIFF and PDF formats). Memory and HDD areas containing the AHA compressed data is freed up when data is deleted. However in normal mode data is not completely deleted so it could be read through illicit means. In the Enhanced Security mode, data will be completely cleared before freeing up image areas.

Regardless of the data type (compressed or uncompressed), the image area in memory and on the HDD where the data has been saved will be freed up after it is completely overwritten by the data disrelated to the image data.

### • Enhanced password

The password is made up of 8 to 64 alphanumerical characters (case sensitive).

If a wrong password is entered, attempts to re-try cannot be made for five seconds.

### • Machine NIC setting

When the Enhanced Security mode is ON, the Machine NIC cannot be used.

### • Access to the Box with a password

Set up a system that requires users to input an enhanced password as described above, to save data or to print data saved in the Box on the HDD.

If an enhanced password is set up as above, security will be improved when saving scanned data in the Box. No one other than the administrator can delete the Box or Personal Folder in which scanned data is saved, and changing the Box's attributes requires authentication with the enhanced password. In addition, authentication will be required to use scanned data saved in the Box.

### • External access prohibited

No access is allowed over telephone lines other than CS Remote Care.

### • Create, save and analyze an audit log

A history of security function operations will be created and saved. Date and time, information identifying the person who made the operation, details of the operation, and results of the operation will be saved, enabling analysis of unauthorized access. This log will be overwritten if the audit area is depleted.

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### Administrator authentication

A service representative will set up an authentication data for an administrator.

The administrator must input a password to gain authorized access. Only one authentication string can be registered per machine.

### • Administrator Setting mode

If the Administrator Setting mode has been entered by successful administrator authentication, the setting change of various machine functions will be available on the machine.

Be sure to exit the Administrator Setting mode if you leave in front of the machine while using the Administrator Setting mode.

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### 22.2 Data protected by Enhanced Security mode

Data protected by Enhanced Security mode (for users) is as follows.

• Data saved in the Personal Folder (with a password)

The following data administered by the administrator will also receive enhanced protection.

- User data
- Data controlling the machine

### Data that is not protected in Enhanced Security mode

When the machine is connected to PCs on a local network, passwords input in PCs are not subject to Enhanced Security mode.

### To turn Enhanced Security mode ON/OFF

The administrator can turn Enhanced Security mode ON/OFF.

If Enhanced Security mode is OFF, data can potentially be accessed, so be careful.

If data is accessed in Enhanced Security mode, the administrator may not notice until he/she analyzes the audit log. Be careful when the administrator is absent for a long time.

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### 22.3 Display when Enhanced Security mode is ON

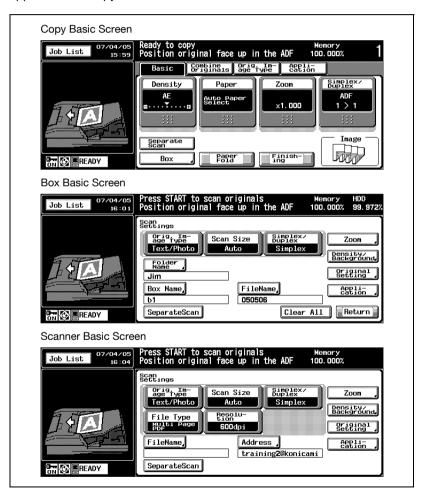
The Administrator can turn Enhanced Security mode ON/OFF.



### Detail

To turn Enhanced Security mode ON/OFF, see "To turn Enhanced Security mode ON/OFF" on page 22-5.

When Enhanced Security mode is ON, the enhanced security icon [ will appear on the Copy/Box/Scanner Basic Screens.



Check the Enhanced Security icon on each Basic Screen to see if Enhanced Security mode is ON or OFF.

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## 23

### **Protect and Delete Data After Use**

### 23 Protect and Delete Data After Use

Data from each mode (copy / scan / printer) will be temporarily saved in memory or on the HDD, and it will be deleted unless it is moved to a Box.

Data is compressed using a special method, so it cannot be decompressed externally.

When deleting compressed data, a part of it will be destroyed or overwritten to prevent decompression.

- Data saved temporarily in memory will be overwritten by unavailable data (NA) when the job is interrupted or ended.
- Data saved in several areas of memory will be overwritten simultaneously.
- Data in the Box will be overwritten when a delete order is issued.
- If data is sent externally, it will be overwritten when the transmission is complete.
- If the administrator issues a delete order for each Box, it will be overwritten.

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### 24

### User Authentication in Enhanced Security Mode

### 24 User Authentication in Enhanced Security Mode

### 24.1 Description of user authentication

In Enhanced Security mode, setting up password conditions will be tougher to improve security. The administrator should set up a user name and password required for user authentication, as this is an administrator operation.

User Name: 1 to 64 alphanumerical characters

Password: 8 to 64 alphanumerical characters (case sensitive)

If a wrong password is entered, attempts to re-try cannot be made for five seconds.



### Reminder

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out.

If a password set in normal mode is fewer than 8 characters or more than 64 characters, you cannot use it in Enhanced Security mode.

If this happens, contact the administrator to turn OFF Enhanced Security mode, and set a new password following the above conditions.

Even after a successful access has been made, authentication with user name and password will be required under the following conditions.

- The main power switch is turned off.
- The sub power switch is turned off.
- The [Access] on the control panel is pressed.
- The [Copy]/[Scan]/[Box] on the control panel is pressed, when the User/ Account Authentication Connect is turned on.
- The [Job List] on the touch panel is touched, when the User/Account Authentication Connect is turned on.
- The auto reset function operates.



### Detail

When a user accesses a Box for which a password has been set in the HDD, all authentication operations with password will be saved in an audit log.

Initially, the user authentication is not available on the machine. To activate this function, the Account Distribution Number should be changed.

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### 24.2 To register a new user

Follow the procedure below to setup a new user name and password to be required for user authentication in Enhanced Security mode.



### Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

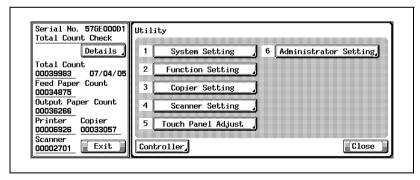
If authentication fails, the information will be saved in the audit log.

1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



Z Touch [6 Administrator Setting].

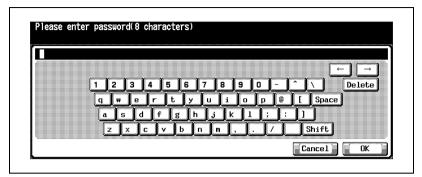


The Input Administrator Password Screen will be displayed.

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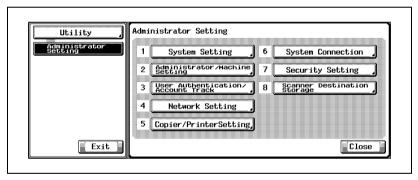


3 Enter the password.
Use the touch screen keypad to enter the 8-digit Administrator password, then touch [OK].



The Administrator Setting Screen will be displayed.

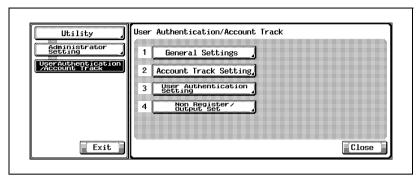
4 Touch [3 User Authentication/Account Track].



The User Authentication/Account Track Screen will be displayed.

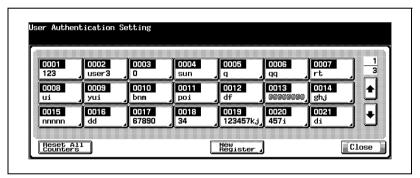
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5 Touch [3 User Authentication Setting].



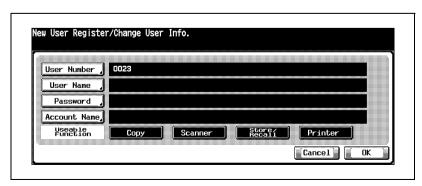
The User Authentication Setting Screen will be displayed.

6 Touch [New Register].



The New User Registration Screen will be displayed.

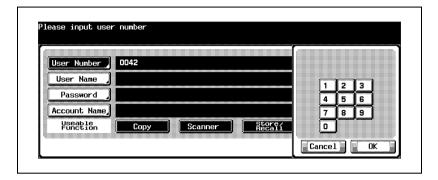
7 Touch [User Number], [User Name], [Password], or [Account Name] to display each subsequent screen, then make the desired setting.



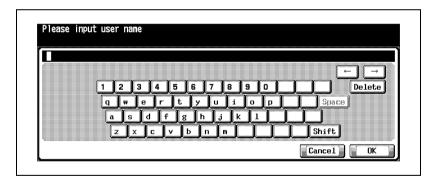
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 To enter the User Number, touch [User Number] on the New User Registration Screen. Use the screen keypad on the popup menu to enter the desired user number. Touch [OK] to return to the New User Registration Screen.

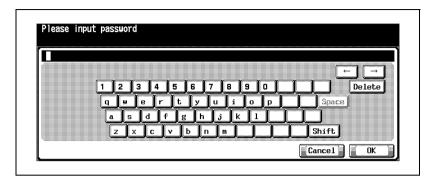


To enter the User Name, touch [User Name] on the New User Registration Screen. Enter the desired user name from the screen keypad. Touch [OK] to return to the New User Registration Screen.

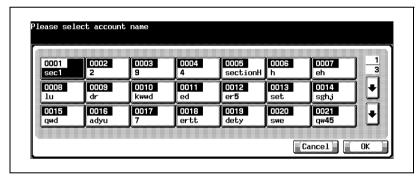


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To enter the Password, touch [Password] on the New User Registration Screen. Enter the desired password from the screen keypad.
 Touch [OK] to return to the New User Registration Screen.



 To enter the account name, touch [Account Name] on the New User Registration Screen. Touch the desired account name key to highlight it. Touch [OK] to return to the New User Registration Screen.



- Specify the usable function.

  To prohibit a specific function, touch the key on the New User Registration Screen to release the highlight.
- Touch [OK].
  When settings are completed, touch [OK] on the New User Registration Screen.

The User Authentication Setting Screen will be restored.

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### 24.3 To change a user data

Follow the procedure below to change a user data (user name and password) once registered.



### Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

The current password cannot be used again.

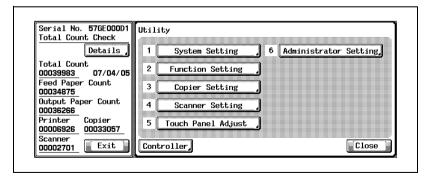
If authentication fails, the information will be saved in the audit log.

1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



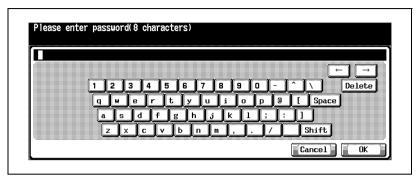
2 Touch [6 Administrator Setting].



The Input Administrator Password Screen will be displayed.

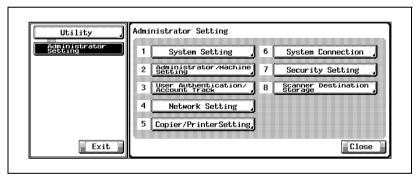
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3 Enter the password.
Use the touch screen keypad to enter the 8-digit Administrator password, then touch [OK].



The Administrator Setting Screen will be displayed.

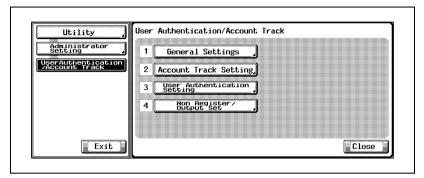
4 Touch [3 User Authentication/Account Track].



The User Authentication/Account Track Screen will be displayed.

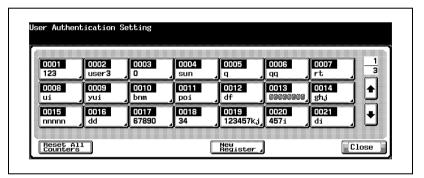
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5 Touch [3 User Authentication Setting].



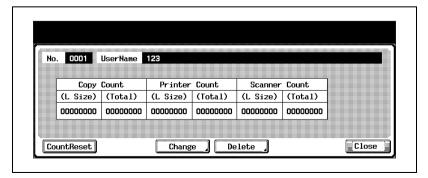
The User Authentication Setting Screen will be displayed.

6 Touch the user name key to be changed.



The User Count Screen will be displayed.

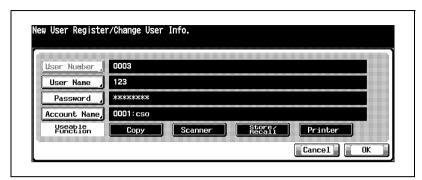
7 Touch [Change].



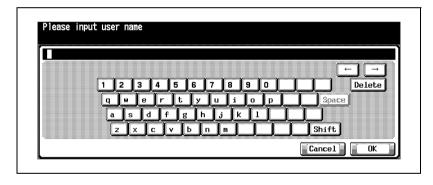
The Change Registered User Data Screen will be displayed.

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8 Touch [User Name], [Password] or [Account Name] to display each subsequent screen, then make the desired setting change.



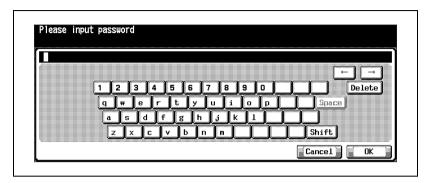
To change the user name, touch [User Name] on the User Registration Screen. Enter the desired user name from the screen keypad.
 Touch [OK] to return to the Change Registered User Data Screen.



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To change the Password, touch [Password] on the User Registration Screen. Enter the desired password from the screen keypad.
 Touch [OK] to return to the Change Registered User Data Screen.



- To change the account name, touch [Account Name] on the User Registration Screen. Touch the desired account key to highlight it.
   Touch [OK] to return to the Change Registered User Data Screen.
- Specify the usable function.
  To prohibit a specific function, touch the key on the Change Registration User Data Screen to release the highlight.
- 10 Touch [OK].
  When settings are completed, touch [OK] on the Change Registered
  User Data Screen.

The User Authentication Setting Screen will be restored.

# 24.4 To delete a user

Follow the procedure below to delete a user name, password, and also Personal Folder.



# Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

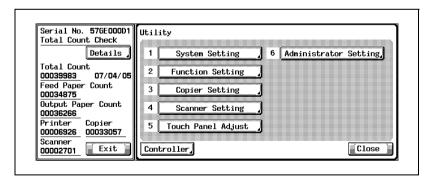
If authentication fails, the information will be saved in the audit log.

1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



2 Touch [6 Administrator Setting].

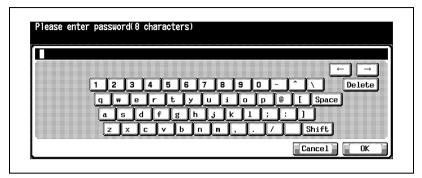


The Input Administrator Password Screen will be displayed.

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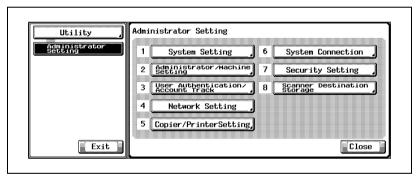


3 Enter the password. Use the touch screen keypad to enter the 8-digit Administrator password, then touch [OK].



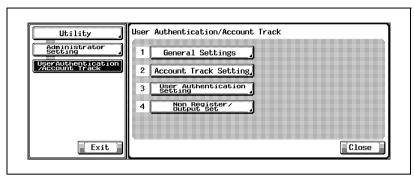
The Administrator Setting Screen will be displayed.

4 Touch [3 User Authentication/Account Track].



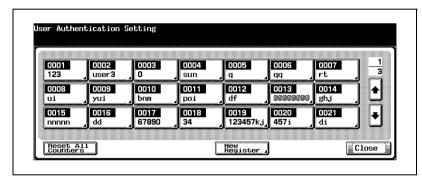
The User Authentication/Account Track Screen will be displayed.

5 Touch [3 User Authentication Setting].



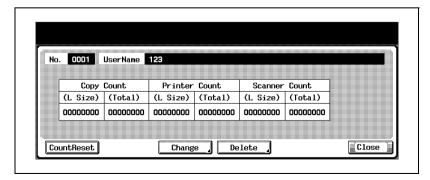
The User Authentication Setting Screen will be displayed.

6 Touch the user name key to be deleted.



The User Count Screen will be displayed.

7 Touch [Delete].

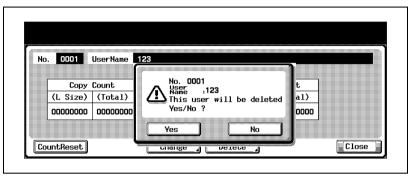


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The popup menu will be displayed to confirm that the selected user will be deleted.

8 Touch [Yes].



The selected user name and password will be deleted. Also the personal folder that belongs to the user will be deleted together.

# 24.5 To change password by user

General users can change the password that has already been set for user authentication.

We recommend that a user himself/herself changes the password assigned by the administrator for security.



#### Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.



### Reminder

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out.



#### Detail

If password setup doesn't proceed successfully, the information will be saved in the audit log.

The password currently used cannot be entered as a new password.

Press [Utility/Counter] on the control panel.

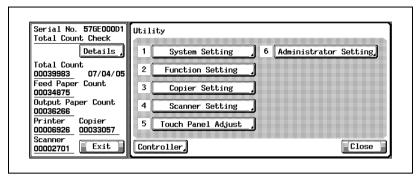
The Utility Screen will be displayed.



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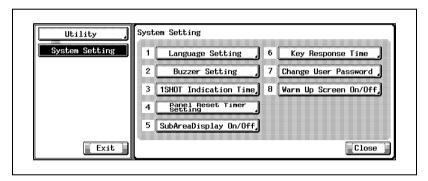


2 Touch [1 System Setting].



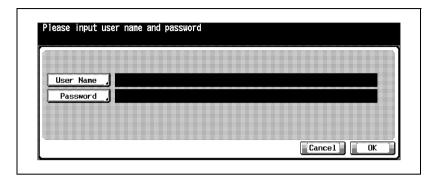
The System Setting Screen will be displayed.

3 Touch [7 Change User Password].

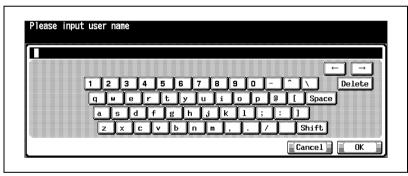


The User Authentication Screen will be displayed.

- 4 Enter your user name.
  - Touch [User Name] to display the Input User Name Screen.



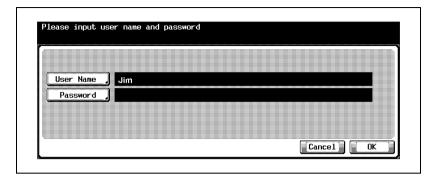
Enter your user name, then touch [OK] to return to the User Authentication Screen.



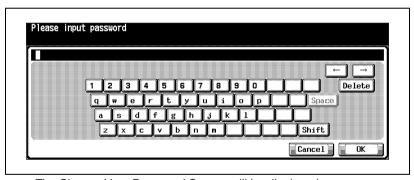
The entered name will be displayed on the screen.

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- 5 Enter your current password.
  - Touch [Password] to display the Input User Password Screen.

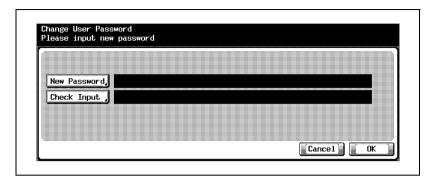


 Enter your current password. The entered password will appear as asterisks (\*\*\*\*\*\*\*\*) on the screen. Then touch [OK].

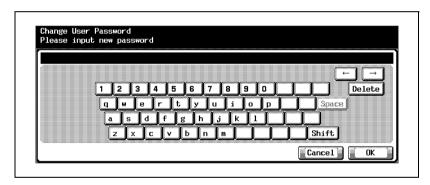


The Change User Password Screen will be displayed.

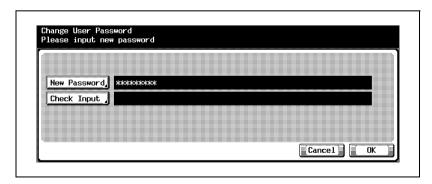
- 6 Enter your new password.
  - Touch [New Password] to display the Input New Password Screen.



- Enter your new password, then touch [OK].



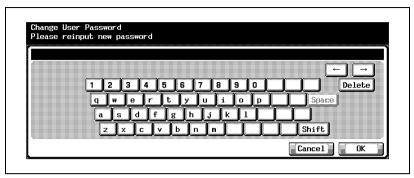
- Touch [Check Input] to display the Re-input New Password Screen.



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 Enter your new password once more for confirmation, then touch [OK].



The Change User Password Screen will be restored.

7 Touch [OK].

The System Setting Screen will be restored.

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# 25

# **HDD Store Function in Enhanced Security Mode**

# 25 HDD Store Function in Enhanced Security Mode

A Box built on the HDD is used to store the scanned data. To prevent the data from being accessed or tampered with, we recommend using the Box with a password specified.

Never fail to use the Enhanced Security mode when storing any secret document.

If the Enhanced Security mode is turned off temporarily for some reason, the administrator should tell that to all users.



## Detail

For details to store and output the scanned data in a Box, see the User's quide of Network Scanner.

# 25.1 Store the data in a Box while Copying

The following is a detailed explanation of how to store the data in a Box and output in Enhanced Security mode for which a user name and password have been set.



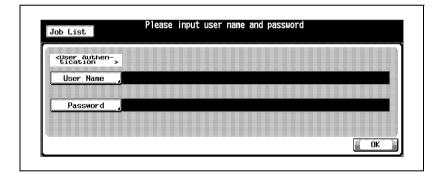
# Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.

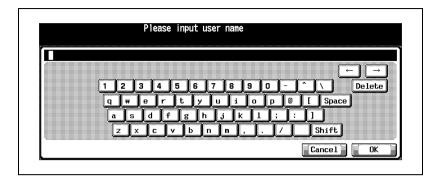
- 1 Enter your user name and user password on the User Authentication Screen.
  - Touch [User Name] to display the Input User Name Screen.



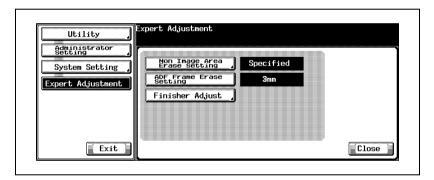
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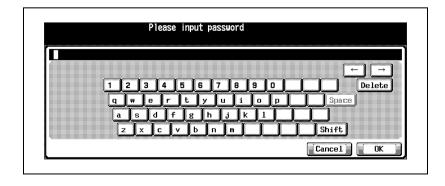
Enter your user name, then touch [OK] to return to the User Authentication Screen.



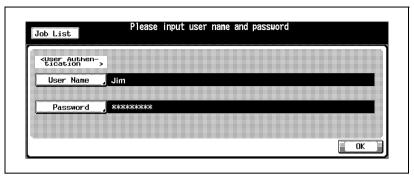
- Touch [Password] to display the Input User Password Screen.



Enter your user passwor, then touch [OK] to return to the User Authentication Screen

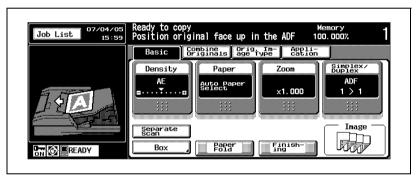


2 Touch [OK] on the User Authentication Screen.



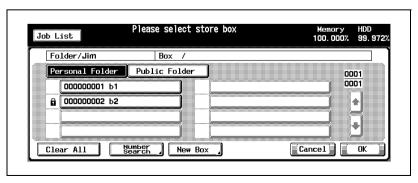
The Copy Basic Screen will be displayed.

3 Touch [Box] on the Copy Basic Screen.



The Store Personal Box Screen will be displayed.

4 Select the desired personal Box, then touch [OK].

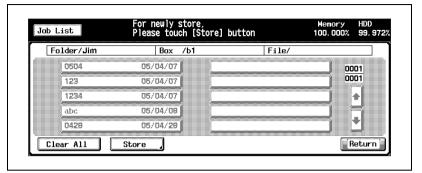


- Enter the password if selected Box requires one.

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The Personal File Screen will be displayed.

5 Touch [Store].



The Input File Name Screen will be displayed.

6 Enter the file name, then touch [OK].



The Copy Basic Screen will be restored.

Press [Start] on the control panel to scan.

After scanning all the originals, the machine automatically starts to print and store the data in a Box.



8 When operation is completed, press [Access] on the control panel.

The User Authentication Screen will be displayed to prohibit the machine operation without entering a user name and password.

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# 25.2 Store scanned data in a Box

The following is a detailed explanation of how to store scanned data in a Box in Enhanced Security mode.



# Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

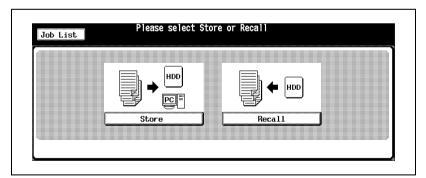
If authentication fails, the information will be saved in the audit log.

1 Press [Box] on the control panel.

The Image Data Store/Recall Screen will be displayed.

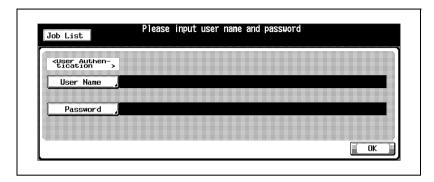


2 Touch [Store].



The User Authentication Screen will be displayed.

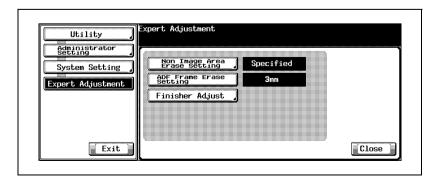
- 3 Enter your user name and user password on the User Authentication Screen.
  - Touch [User Name] to display the Input User Name Screen.



Enter your user name, then touch [OK] to return to the User Authentication Screen.



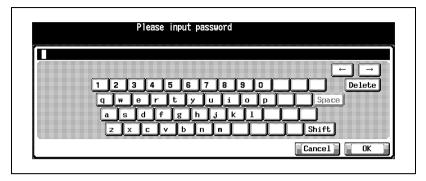
- Touch [Password] to display the Input User Password Screen.



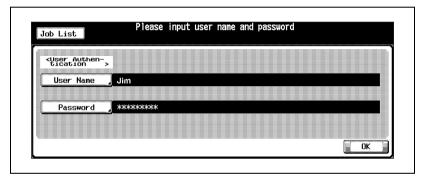
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Enter your user password, then touch [OK] to return to the User Authentication Screen.

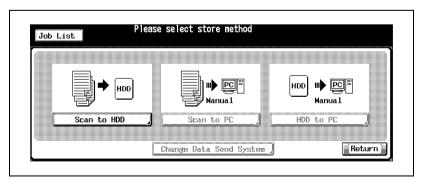


4 Touch [OK] on the User Authentication Screen.



The Image Data Store Site Selection Screen will be displayed.

5 Touch [Scan to HDD].

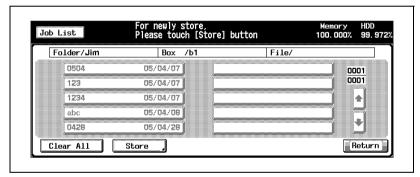


The Store Personal Box Screen will be displayed.

6 Select the desired personal Box, then touch [OK].



- Enter the password if selected Box requires one.
   The Store Personal File Screen will be displayed.
- 7 Touch [Store].



The Input File Name Screen will be displayed.

8 Enter the file name, then touch [OK].



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The Box Basic Screen will be displayed.

Press [Start] on the control panel to scan and store the image data.

The popup menu to confirm whether to continue or close it will be displayed.



10 Touch [Yes] or [No].



- To continue to store the next image data, touch [Yes]. The Input File Name Screen will be restored.
- To close, touch [No]. The User Authentication Screen will be displayed.
- 11 When operation is completed, press [Access] on the control panel.

The User Authentication Screen will be displayed to prohibit the machine operation without entering a user name and password.

# 25.3 Recall/Delete data in a Box

The following is a detailed explanation of how to recall or delete the data stored in a Box.



## Detail

Passwords are case sensitive.

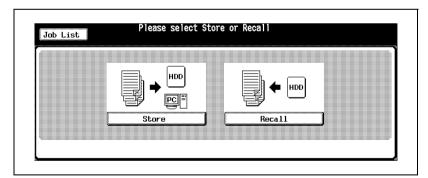
If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.

Press [Box] on the control panel.
The Image Data Store/Recall Screen will be displayed.



2 Touch [Recall].

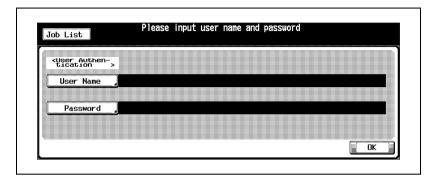


The User Authentication Screen will be displayed.

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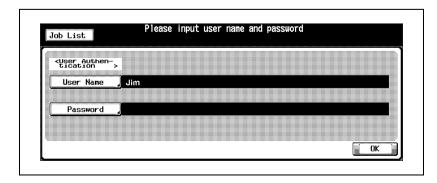
- 3 Enter your user name and user password on the User Authentication Screen.
  - Touch [User Name] to display the Input User Name Screen.



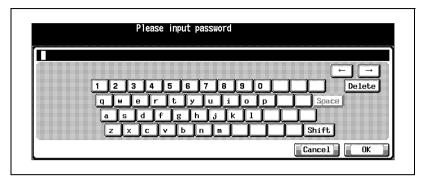
Enter your user name, then touch [OK] to return to the User Authentication Screen.



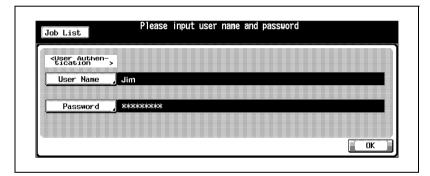
- Touch [Password] to display the Input User Password Screen.



Enter your user password, then touch [OK] to return to the User Authentication Screen.

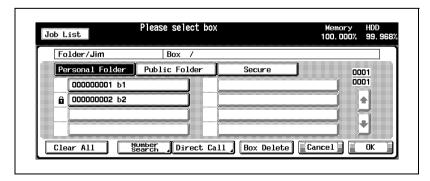


4 Touch [OK] on the User Authentication Screen.



The Recall Personal Box Screen will be displayed.

5 Select the desired personal Box.



Enter the password if selected Box requires one.

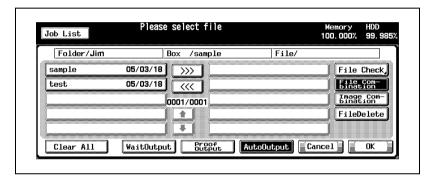
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6 Touch [OK].

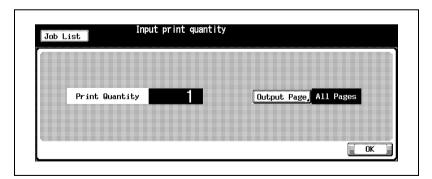
The Recall Personal File Screen will be displayed. Proceed to step 7 if recalls the image data file. Proceed to step 8 if deletes the image data file.

- 7 Recall the image data.
  - Touch the desired file key, then touch [>>>]. To output the image data, touch [Wait Output], [Proof Output], or [Auto Output], as desired, and then touch [OK].

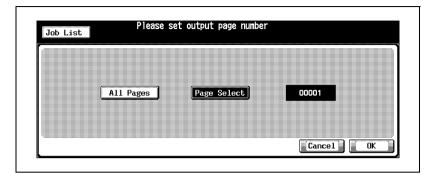
The Input Print Quantity Screen will be displayed.



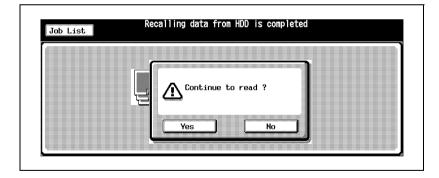
Specify the output page.
 Touch [Output Page].



- To output one desired page only, touch [Page Select], press the control panel keypad, then touch [OK].
- To output all pages, touch [All Pages], then touch [OK].



- Enter the desired print quantity from touch panel keypad on the Input Print Quantity Screen.
- After outputting, the popup menu to confirm whether to continue or close it will be displayed. To continue to recall the next image data, touch [Yes]. The Recall Personal File Screen will be restored. To close, touch [No]. The Image Data Store/Recall Screen will be displayed.



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- 8 Delete the image data.
  - Touch the desired file key, then touch [File Delete]. The popup menu to confirm will be displayed. Touch [Yes] to delete the selected file. Touch [No] to display the Image Data Store/Recall Screen.



When operation is completed, press [Access] on the control panel.
The User Authentication Screen will be displayed to prohibit the machine operation without entering a user name and password.

# 25.4 Output data in the Secure Box

# Secure printing using a PC

To set up data output using the secure printing function on PC, a secure folder with a specific password must be prepared. Enter the secure folder name made up of max. 8 alphanumerical characters.



### Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.

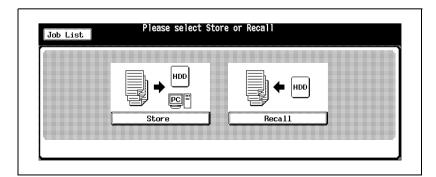
# Outputting secure printing using a PC - printing on the machine

Press [Box] on the control panel.

The Image Data Store/Recall Screen will be displayed.



2 Touch [Recall].

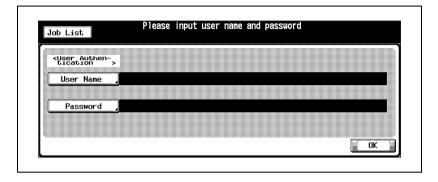


The User Authentication Screen will be displayed.

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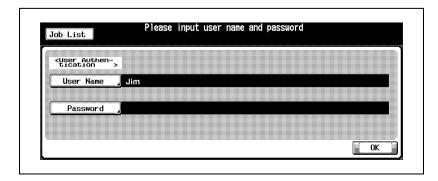
- 3 Enter your user name and user password on the User Authentication Screen.
  - Touch [User Name] to display the Input User Name Screen.



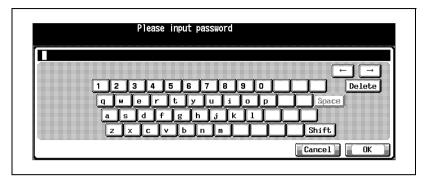
Enter your user name, then touch [OK] to return to the User Authentication Screen.



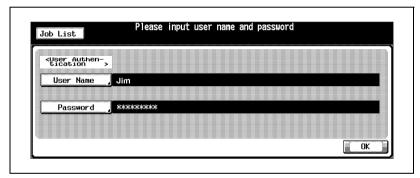
- Touch [Password] to display the Input User Password Screen.



Enter your user password, then touch [OK] to return to the User Authentication Screen.

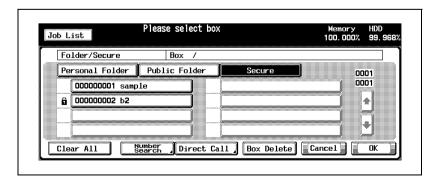


4 Touch [OK] on the User Authentication Screen.



The Recall Personal Box Screen will be displayed.

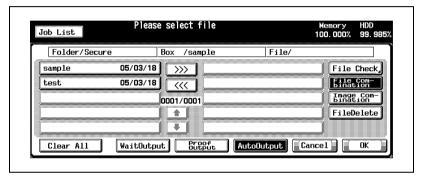
5 Touch [Secure] to display the Secure Box List Screen.



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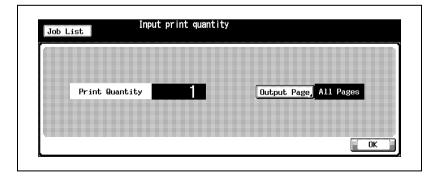
- 6 Select the desired secure box.
- 7 Enter the secure password setup in secure printing.
- Touch [OK].

  The Secure File List Screen will be displayed.
- Select the desired secure file. Touch the desired secure file key, then touch [>>>]. To output the image data, touch [Wait Output], [Proof Output], or [Auto Output], as desired, and then touch [OK].

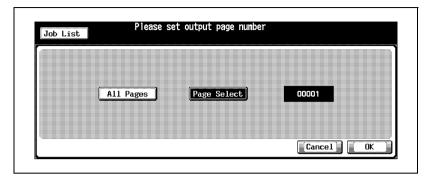


The Input Print Quantity Screen will be displayed.

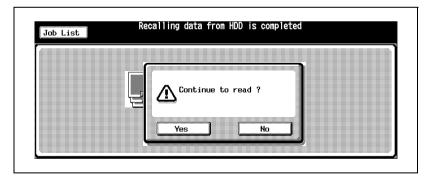
10 Specify the output page. Touch [Output Page].



- To output one desired page only, touch [Page Select], press the control panel keypad, then touch [OK].
- To output all pages, touch [All Pages], then touch [OK].



- 11 Enter the desired print quantity from touch panel keypad on the Input Print Quantity Screen.
  - After outputting, the popup menu to confirm whether to continue or close it will be displayed. To continue to recall the next image data, touch [Yes]. The Recall Personal File Screen will be restored. To close, touch [No]. The Image Data Store/Recall Screen will be displayed.



12 When operation is completed, press [Access] on the control panel.

The User Authentication Screen will be displayed to prohibit the machine operation without entering a user name and password.

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# **26** Administrator Security

# **Functions**

# 26 Administrator Security Functions

To do so, an 8-digit CE authentication password and Administrator password must be set for the machine. Ask your authorized service representative to set up an Administrator password. To change this password, the administrator himself should operate the procedure described in "Utility <Administrator Setting>" on page 18-3.

To protect data in the machine from access and tampering, it is recommended to designate an administrator and use Enhanced Security mode.

# 26.1 Turn Enhanced Security mode ON/OFF

The following is an explanation of how to turn Enhanced Security mode On/Off.



## Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

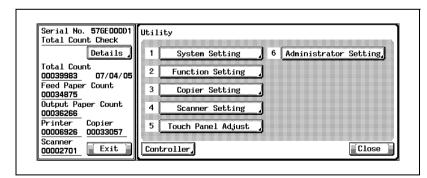
If authentication fails, the information will be saved in the audit log.

1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



2 Touch [6 Administrator Setting].

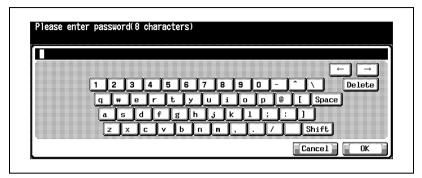


The Input Administrator Password Screen will be displayed.

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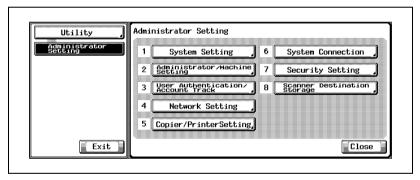


3 Enter the password.
Use the touch panel keypad to enter the 8-digit Administrator password, then touch [OK].



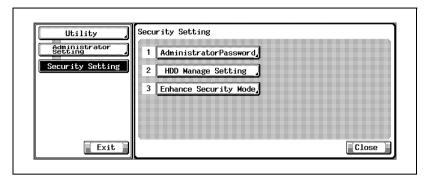
The Administrator Setting Screen will be displayed.

4 Touch [7 Security Setting].



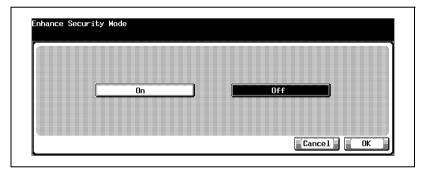
The Security Setting Screen will be displayed.

5 Touch [3 Enhance Security Mode].



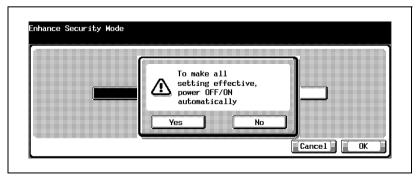
Turn Enhanced Security mode ON or OFF.

If you want to turn Enhanced Security mode ON, touch [On] to highlight it. If you want to turn it OFF, touch [Off] to highlight it. Touch [OK].



The Restart Confirmation popup screen will appear.

Touch [Yes].



The machine will restart and the new setting will be activated.

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## 26.2 HDD lock password

While the Enhanced Security mode is turned ON, a lock password (8 to 32 alphanumerical characters, case sensitive) can be set up on the HDD to protect the data stored on it.

If the HDD itself is externally accessed, the data readout will not be available until the correct lock password is entered.



## Reminder

Do not use your name, birthday, employee number, etc. for a password that others can easily figure out.



### Detail

The HDD lock password functions only when the Enhanced Security mode is ON. When turned OFF, the message "Please set Enhanced Security mode" will be displayed.



## **Detail**

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.



## Detail

The main body serial number will be printed at the upper left on the Utility Screen and the upper right corner of the audit log. For details, see the next section "Analyze audit log" on page 26-18 for the sample log.

If authentication is succeeded, touch New Password to enter the new password. The key will not be active until authentication is succeeded.

If authentication fails, the information will be saved in the audit log.

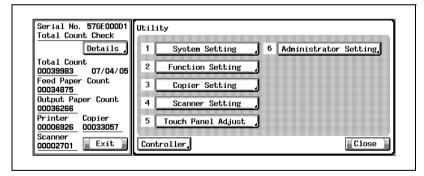
The current password cannot be used again as a new password.

1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



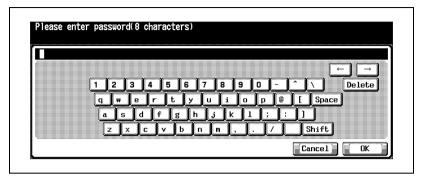
2 Touch [6 Administrator Setting].



The Input Administrator Password Screen will be displayed.

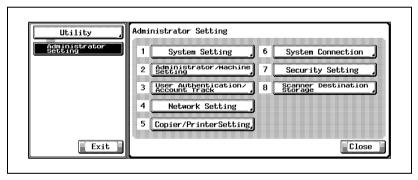
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Enter the password.
Use the touch panel keypad to enter the 8-digit administrator password, then touch [OK].



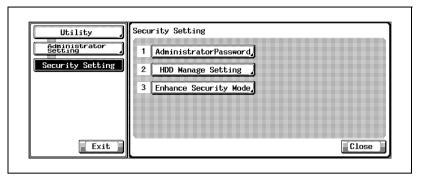
The Administrator Setting Screen will be displayed.

4 Touch [7 Security Setting].



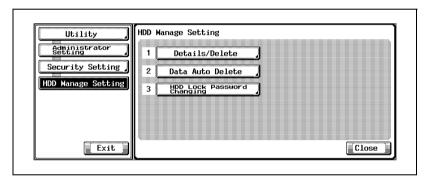
The Security Setting Screen will be displayed.

5 Touch [2 HDD Manage Setting].



The HDD Manage Setting Screen will be displayed.

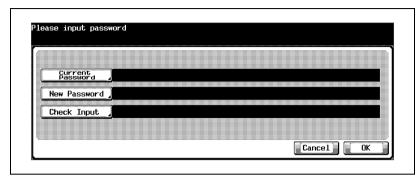
6 Touch [3 HDD Lock Password Changing].



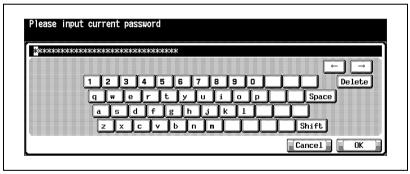
The HDD Lock Password Changing Screen will be displayed.

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7 Enter current password. Touch [Current Password] to display the Input Current Password Screen.

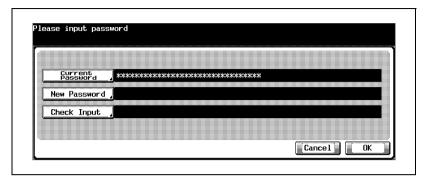


 Enter current password (The initial password: 9-digit alphanumeric serial number of the main body). The entered password will appear as asterisks on the screen. Then, touch [OK].

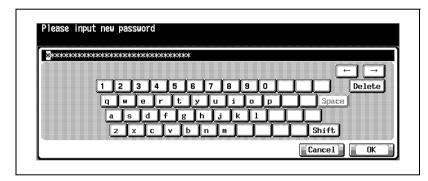


The Change HDD Lock Password Screen will be restored.

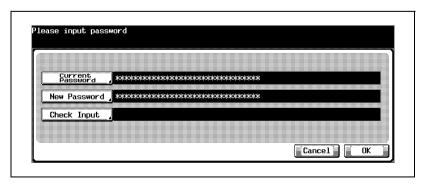
Enter new password.
Touch [New Password] to display the Input New Password Screen.



Enter new password. The entered new password will appear as asterisks on the screen. Then, touch[OK].

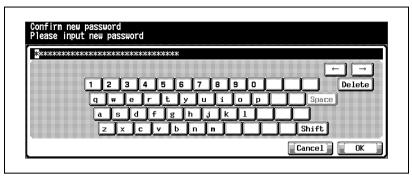


Touch [Check Input] to display the Re-input New Password Screen.



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- Enter new password once more for confirmation, then touch [OK].



The Change HDD Lock Password Screen will be restored.

# 26.3 Print audit log

An audit log will be automatically created when the data saved in the machine have been accessed.

All the audit log data can be output as follows.



### Detail

Passwords are case sensitive.

If a wrong password or fewer than 8 alphanumerical characters are entered and the [OK] is touched, the warning message "Password does not match" will appear, and no key will work for five seconds. Enter the right password after five seconds.

If authentication fails, the information will be saved in the audit log.



### Detail

To stop printing, press [Stop] on the control panel, then touch [Cancel] on the confirmation popup screen.

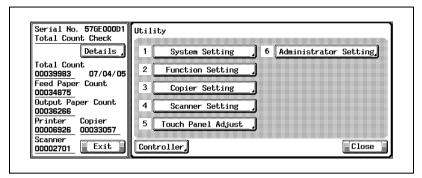
1 Press [Utility/Counter] on the control panel.

The Utility Screen will be displayed.



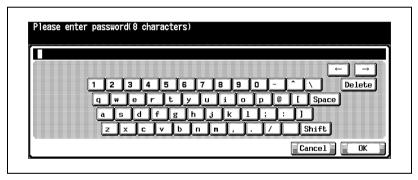
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2 Touch [6 Administrator Setting].



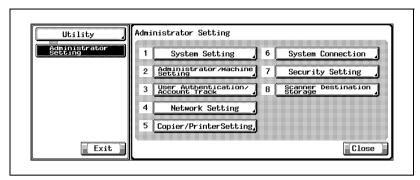
The Input Administrator Password Screen will be displayed.

3 Enter the password.
Use the touch panel keypad to enter the 8-digit administrator password, then touch [OK].



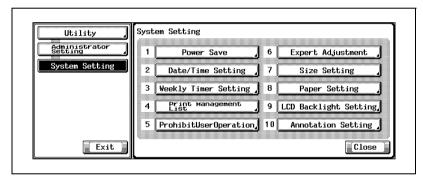
The Administrator Setting Screen will be displayed.

4 Touch [1 System Setting].



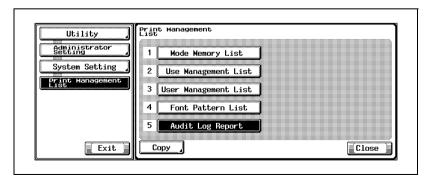
The System Setting Screen will be displayed.

5 Touch [4 Print Management List].



The Print Management List Screen will be displayed.

6 Touch [5 Audit Log Report], then touch [Copy].



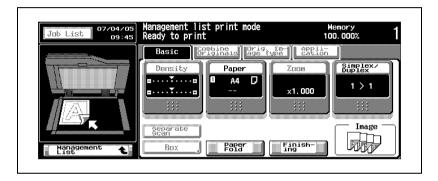
The Print Management List Screen will be displayed.

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7 Press [Start] on the control panel.



8 Touch [Management List] to restore the Print Management List Screen.



# 26.4 Analyze audit log

Audit logs need to be analyzed by the administrator regularly (once per month) or when unauthorized access and tampering of data saved in the machine in Enhanced Security mode is noticed.

The machine is supposed to store up to 750 logs per month.

If more than 750 logs are assumed to be stored in a month, carry out the analysis in a shorter period before the unanalyzed logs reach that number.

					Audit log r	eport			P
									2005/04/07 10:3
									57GF0116
									TC:33
			action			date/time	id	action	result
No	date/time	id	action	result	No	date/time	10	action	resurt
0001	2005/04/07 10:30	-2	02	OK	0002	2005/04/07 10:28	3 5	13	OK
0003	2005/04/07 10:35		11	OK	0004	2005/04/07 10:23		11	OK
0005	2005/04/07 10:16		ii	OK	0006	2005/04/07 10:14		11	OK
0007	2005/04/07 10:09		11	OK	0008	2005/04/07 10:09		11	NG
0009	2005/04/07 10:07	3	11	OK	0010	2005/04/07 10:03	7 -2	02	OK
0011	2005/04/07 10:06		03	OK	0012	2005/04/07 10:08		02	OK
0013	2005/04/07 10:05	-3	11	NG	0014	2005/04/07 10:04		02	OK
0015	2005/04/07 10:04	3	11	OK	0016	2005/04/07 10:02		11	OK
0017	2005/04/07 10:01	3	07	OK	0018	2005/04/07 09:59		09	OK
0019	2005/04/07 09:53		07	OK	0020	2005/04/07 09:50		02	OK
0021	2005/04/06 10:19		01	OK	0022	2005/04/06 10:19		01	NG
0023	2005/04/06 10:17	-1	01	NG	0024	2005/04/06 10:17		01	NG
0025	2005/04/06 10:16		01	NG	0026	2005/04/06 10:16		01	NG
0027	2005/04/06 10:16	-1	01	NG	0028	2005/04/06 10:14		01	NG OK
0029	2005/04/06 10:14	-1	01	NG	0030	2005/04/05 18:34		02 01	NG
0031	2005/04/05 18:33 2005/04/05 18:33	-1 -2	01 02	OK OK	0032 0034	2005/04/05 18:33 2005/04/05 16:59		02	OK
0035	2005/04/05 15:48	-2	02	OK	0034	2005/04/05 15:25		02	OK
0035	2005/04/05 15:48	-2	02	OK	0038	2005/04/05 15:18		02	NG
0037	2005/04/05 15:18	-2	02	NG	0040	2005/04/05 15:09		02	OK
0041	2005/04/05 15:08	-2	03	OK	0042	2005/04/05 15:08		02	OK
0043	2005/04/05 14:45	1	11	OK	0044	2005/04/05 14:35		11	OK
0045	2005/04/05 14:34	-2	02	OK	0046	2005/04/05 14:32		11	OK

## **Audit Log Information**

The audit log contains the following information.

- date/time: date and time when an operation was made that results in the creation of a log entry.
- id: the person who made the operation or who is subject to security protection can be specified.
  - "-1": Operation by CE (service representative).
  - "-2": Operation by the administrator.
  - "-3": Operation by the unregistered user.

Other integer: Indicates subjects for security protection, and the following action IDs narrow down the subject for protection.

User ID (1 to 1000 numerical symbols)

Secure User ID (1 to 99999 numerical symbols)

- action: Used to specify the operation.
  - Check details of operation that action indicates in the following table.
- result: Result of an operation.

For password authentication, success or failure will be indicated as OK and NG.

For operations without password authentication, all log entries will be indicated as OK.

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# 26.5 Table of items saved in audit log

No.	Operation	ID	Stored action	Result
1	CE authentication	CE ID	01	OK/NG
2	Administrator authentication	Administrator ID	02	OK/NG
3	Set/change Enhanced Security mode	Administrator ID	03	ОК
4	Print audit log	Administrator ID	04	ОК
5	Change/register CE password	CE ID	05	ОК
6	Change/register Administrator password	CE ID/ Administrator ID	06	OK
7	Create user by Administrator	User ID	07	ОК
8	Change/register user password by Administrator	User ID	08	OK
9	Delete user by Administrator	User ID	09	ОК
10	Change attributes of user by Administrator	User ID	10	OK
11	Password authentication for user	User ID / Unregistered user ID	11	OK/NG
12	Change attributes of user by user (user password, etc.)	User ID	12	OK
13	Access to file (document data readout)	User ID	13	ОК
14	Delete file (document data deletion)	User ID	14	ОК
16	Password authentication for secure printing	Secure user ID / Unregistered user ID	16	OK/NG
17	Access to secure print file	Secure user ID	17	ОК
18	Delete secure print file	Secure user ID	18	ОК
19	Change HDD lock password	Administrator ID	19	ОК

The purpose of analyzing the audit log is to understand the following and implement countermeasures:

Whether or not data was accessed or tampered with

- Subject of attack
- Details of attack
- Results of attack

## Specify unauthorized actions - password authentication

If logs have NG as the result of password authentication (action: 01, 02, 11, 16), items protected by passwords may have been attacked.

- Failed password authentication (NG) log entries specify who made the operation, and show if unauthorized actions were made when password authentication failed.
- Even if password authentication succeeded (OK), it shows whether a legitimate user created the action. You need to check carefully when successful authentication occurs after series of failures especially during times other than normal operating hours.

# Specify unauthorized actions – actions other than password authentication under security

All operation results other than password authentication will be indicated as successful (OK), so determine if there were any unauthorized actions by ID and action.

- Since you cannot specify what was attacked only with an ID, you need to see the action and the table on the previous page to determine whether unauthorized actions were made on a personal box or secure box.
- Check the time, and see if the user who operated the specific subject made any unauthorized actions.

## (Example)

If a document saved in a box was printed using fraudulent authorization, the following audit log entry will be created.

Password authentication for the box:

Action = 11

ID = Box that authentication was made

Result = OK/NG

Access to the document in the box:

Action = 13

ID = Box that authentication was made

Check the date and time the above operation occurred, and see if the operation on the document in the personal box or secure box was made by a legitimate box user.

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Actions to take if unauthorized operations are found

- If it's found that a password has been leaked after analyzing the audit log, change the password immediately.
- It's possible that a password may have been tampered with and legitimate users cannot access a box. The administrator must contact the user to confirm the situation, and if that's the case, the administrator must change the password and delete the data saved in the box.
- If you cannot find documents that should be in a box or if you find a document with changed content, unauthorized actions may have occurred.
   Similar countermeasures are needed.

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# 27 Appendix

# 27 Appendix

## 27.1 How to Input Characters

As you touch the item where you can input characters, the character input screen appears.

You can input alphabets and signs. Character array is the same with computer keyboards.

## About keys on the character input screen

Keys on the character input screen are described here.



Button	Function
$\leftarrow$ / $\rightarrow$	This key moves a cursor.
Delete	This key deletes the character on the left of the cursor.
ОК	This key determines the characters you input, and the character input screen closes.
Cancel	This key cancels the characters you input, and the character input screen closes.
Shift	This key switches between an upper case letter and a lower case letter, and between numbers and signs.



## **About character input**

The followings describe basic steps to input characters on the character input screen.

- 1 Press the corresponding key to input the desired character.
- Press the [OK] key.

The character input screen closes. The input characters are displayed on the corresponding column.

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# 27.2 Setting Data for Import/Export

# [1] System

Main menus	Sub menus	Target items
Device Information	Device Information	Device Name Device Place Administrator Name
Online Assistance	Online Assistance	Contact Name Contact Information Product Help URL Corporate URL Supplies and Accessories Online Help URL
AlertMail	AlertMail	E-Mail Notification Notification Address
	Item	Paper Empty Paper Jam Maintenance Staple Empty Toner Empty Output Full Service Call Remove Punch Waste



# [2] Print

Main menus	Sub menus	Target items
Interface	Interface	Parallel Timeout Network Timeout
Default Setting	General	PDL Input Tray Output Tray Duplex Binding Staple Punch Fold/Trimming Offset Output Order Page Order Print Number Collate Paper Size Orientation Resolution Spool setting Banner Option Banner Page Tray Convert Page Tray Convert Page Tsize 1 Page/Sheet Booklet Print Position
	PCL Settings	Font Name Symbol Set Line/Page Font Point Size Font Pitch CR/LF Mapping
	PS Settings	Print To PS Error
	TIFF Settings	Auto Paper Select Image Position

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# [3] Network

Main menus	Sub menus	Target items
TCP/IP	TCP/IP	TCP/IP Network Speed Auto IP IP Adress Subnet Mask Default Gateway Host Name Domain Name DNS Server RAW Port Number1 RAW Port Number2 RAW Port Number3 RAW Port Number4 RAW Port Number5 RAW Port Number5 RAW Port Number6 LPD
	IP Address Filtering	Access Permission Address Start address 1 - Ending address 1 Start address 2 - Ending address 2 Start address 3 - Ending address 3 Start address 4 - Ending address 4 Start address 4 - Ending address 5 Access Refusal Address Start address 1 - Ending address 1 Start address 2 - Ending address 2 Start address 3 - Ending address 3 Start address 4 - Ending address 5 Start address 4 - Ending address 5 Start address 4 - Ending address 5
NetWare	Netware	NetWare Print Frame Type Mode PServer Print Server Name Print Server Password Print Queue Scan Rate Bindery/NDS Bindery Preferred File Server NDS Preferred NDS Context Preferred NDS Tree Name Nprinter/Rprinter Printer Name Printer Number



Main menus	Sub menus	Target items
IPP	IPP	IPP Print Printer Name Printer Location Printer Information Printer URI Operations Supported Printer Job Accepat Print Job Validate Job Cancel Job Get Job Attribute Get Jobs Get Printer Attribute
FTP	Client	FTP Client Proxy Server Address Proxy Server Port Number Server Timeout Port Number
	Server	FTP Server
SNMP	SNMP	SNMP
SMB	Scan	SMB Scan
	Print	SMB Print NetBIOS Name Print Service Name Work Group
Apple Talk	Apple Talk	Apple Talk Printer Name Zone Name
LDAP	LDAP	LDAP Server Address Port Number Use SSL Port Number (SSL) Search Root Search Timeout Max # of LDAP Hits Authentication Method User Authentication Login Name Password Domain Name

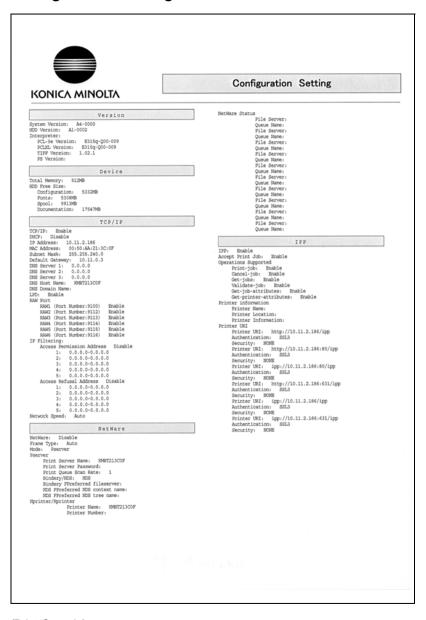
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Main menus	Sub menus	Target items
E-Mail	Email-Receive	Receive Receiving Server Address User Name Password APOP Connection Timeout Port Number
	Email-Send	Send SMTP Server Address Port Number Connection Timeout Max Mail Size SMTP Server Capacity Administrator Mail Address Authentication POP Before SMTP SMTP Authentication User Name Password Realm Binary Division Division Size
SSL/TLS	SSL/TLS Information	Encryption Strength Validity Period Organization Organization Unit Locality State/Province Country
Authentication	Auto Logout	Admin Logout Time User Logout Time
AP I/F	AP I/F	Port Number Use SSL/TLS Port Number (SSL/TLS)



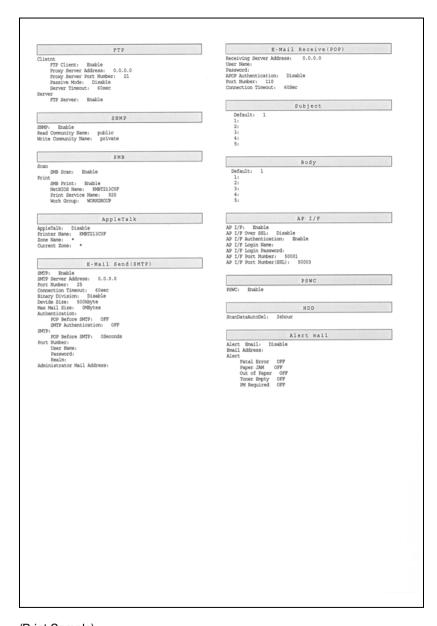
## 27.3 Configuration Setting



(Print Sample)

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(Print Sample)



```
LDAP Evable
Max hit of number: 100
Max hit of number: 60ee
LDAP Server information
LDAP Server information
LDAP Server Address: 10.12.15.6
Search Root: do-countple, do-con
LDAP over SML/TLds: Lamble
LDAP LDAP SERVER: 359
Authorit March
LOgin Name: Disable
Login Name: Disable
Login Name: Condition: Contain
Season Condition: Contain
FireName Condition: Contain
Last Name Condition: Contain
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        SNMP Trap
                         SNMP Trap: Disable
Autentication Failer: Disable
SNMP1 Trap: Disable
Address1: 0.0.0.0
Port Namberl: 162
Community Namel; public
Alert.
                For same:: ave
Community Name:: public
Alert
Ale
        Fort Numbers' 162
Community Numbers' public
Alert's Alexandro of Part Numbers' public
Alexandro of Part Numbers' of Part Numb
Address: 0.0.0.0
Port Namber: 162
Community Names: public
Patal Error: OFF
Paper JMM: OFF
Out of Paper: OFF
Toner Bapty: OFF
Toner Bapty: OFF
Out of Sapler: OFF
Out of Sapler: OFF
SNMS Trup: Disable
Address: 0.0.0
Community Names: public
Alert:
Patal Error: OFF
Out of Sapler: OFF
SNMS Trup: Disable
Not of Sapler: OFF
Out of Sapler: OUT off
Out of Saple
Community Name IFM: process
Alert:
Patal Error: OFF
Paper JMH: OFF
Paper JMH: OFF
COMMUNITY
OFF
COMMUNITY
OFF
OMER Paper
OFF
Masute Basket of Punching unit is Pull: OFF
Output Tray Pull: OFF
Output Tray Pull: OFF
Output Tray Pull: OFF
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          Page 3
```

(Print Sample)

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```
01 Font Source: Internal
02 Font Number: 0
                                                                                                                                                               Select Printer Setting
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        02 Fcct Number: 0

3 Symbol Set: Roman-8

04 Porm lines: 64

05 Fcct point size: 12.000000

06 Fcct Pitch: 10.000000

07 CR/LF Mapping: OFF
               Default Printer Setting 1
               1.Default: 1
2.Port2( Port Number:9112)
3.Port3( Port Number:9113)
4.Port4( Port Number:9114)
5.Port5( Port Number:9115)
6.Port6( Port Number:9116)
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          07 CR/LF Mapping: OFF
PS Setting
01 Print PS Errors: ON
TIFF Setting
01 AutoPaperSelect: ON
02 ImagePosition: Center
                                                                                                                                                                                                                            Spool Setting
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             ----- Setting No.3 -----
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          Basic Setting
01 FDL: Auto
02 Faper Feed Tray: Auto
03 Output Tray: Auto
04 Duplex: OFF
05 Einfaing: Left
06 Staple: OFF
07 Funch: OFF
08 Fold/Trimming OFF
09 Offsect: OFF
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 Auto
                                                                                                                                                                           Interface Setting
               Parallel Timeout: 60sec
Network Timeout: 60sec
                                         Printer Setting
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            08 Fold/Trimming: OFF
09 Offset: OFF
10 Output Order: Face
11 Image Order: 1toN
12 Print Number: 1
               Basic Setting
01 PDL: Auto
                                                                                                                                                                                                                                        Setting No.1
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   Face Down
                                         usic Setting
DI FGL: Auto
DI FG
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        11 Image Order: ttoN
12 Print Namber: 1
13 Sort: Collated
14 Paper Size: A
15 Orlentation: Portrait
16 Banner Option: OFF
17 Banner Tray: Auto: OFF
18 Convert Paper Size: OFF
20 Booklet: OFF
21 Adhesive binding: OFF
22 Print Position: Left
Lesting
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  22 Print Position: Leave PCL Setting Ol Font Source: Internal O2 Font Number: 0 03 Symbol Set: Roman-8 04 Form Lines: 64 OS Font point size: 12.00000 07 CR/LF Mapping: OFF
                                         12 Print Namber: 1
13 Sort: Collated
14 Raper Size: A4
15 Orientation: Portrait
16 Banner Option: OFF
17 Banner Tray: Auto
18 Convert Paper Size: OFF
20 Booklet: OFF
21 Adhesive binding: OFF
22 Print Position: Left
L Setting
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          07 CR/LF Mapping: OFF
PS Setting
01 Print PS Errors: ON
TIFF Setting
01 AutoPaperSelect: ON
02 ImagePosition: Center
           01 AutoPaperSelect: ON
02 ImagePosition: Center
Basic Setting
01 PGL: Auto
02 Paper Feed Tray: A
03 Output Tray: Auto
04 Duples: OFF
05 Binding: Left
06 Staple: OFF
07 Panch: OFF
10 Panch: O
                                                                                                  ----- Setting No.2 -----
                                         of Staples OFF

of Staples OFF

of Pold/Trimming:

of Pold/Trimming:

of Offset:

of Offset:

I Days Offset:

Offset:

I Days Offset:

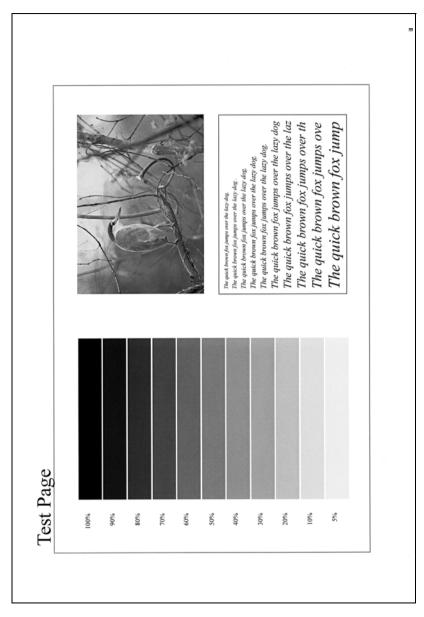
I Days
```

(Print Sample)



# 27.4 Demo Page

# PCL Demo Page Print



(Print Sample)

27-14 bizhub PRO 920



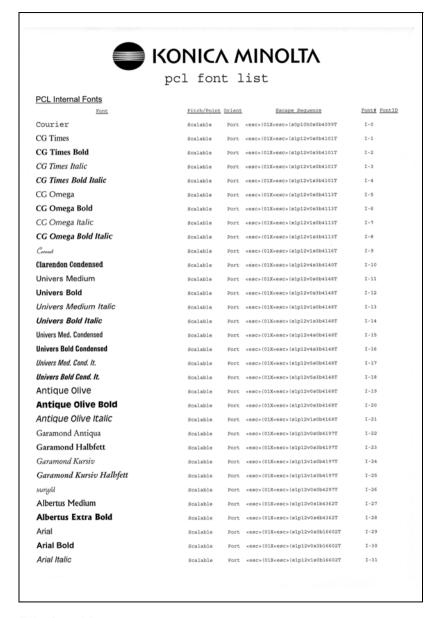
#### PS Demo Page Print



(Print Sample)



#### PCL Font List



(Print Sample)

27-16 bizhub PRO 920





pcl font list

Arial Bold Italic	Scalable	Port	<esc>(01X<esc>(slpl2vls3bl6602T</esc></esc>	I-32
Times New Roman	Scalable	Port	<esc>(01X<esc>(slpl2v0s0b16901T</esc></esc>	I-33
Times New Roman Bold	Scalable	Port	<esc>(01X<esc>(slp12v0s3b16901T</esc></esc>	I-34
Times New Roman Italic	Scalable	Port	<esc>(01X<esc>(slp12vls0b16901T</esc></esc>	I-35
Times New Roman Bold It.	Scalable	Port	<esc>(01X<esc>(slp12vls3b16901T</esc></esc>	I-36
Helvetica	Scalable	Port	<esc>(01X<esc>(slp12v0s0b24580T</esc></esc>	I-37
Helvetica Bold	Scalable	Port	<esc>(01X<esc>(slp12v0s3b24580T</esc></esc>	I-38
Helvetica Oblique	Scalable	Port	<esc>(01X<esc>(slp12v1s0b24580T</esc></esc>	I-39
Helvetica Bold Oblique	Scalable	Port	<esc>(01X<esc>(slp12vls3b24580T</esc></esc>	I-40
Helvetica Narrow	Scalable	Port	<esc>(01X<esc>(slp12v4s0b24580T</esc></esc>	I-41
Helvetica Narrow Bold	Scalable	Port	<esc>(01X<esc>(slp12v4s3b24580T</esc></esc>	I-42
Helvetica Narrow Oblique	Scalable	Port	<esc>(01X<esc>(slp12v5s0b24580T</esc></esc>	I-43
Helvetica Narrow Bold Oblique	Scalable	Port	<esc>(01X<esc>(slp12v5s3b24580T</esc></esc>	I-44
Palatino Roman	Scalable	Port	<esc>(01X<esc>(slp12v0s0b24591T</esc></esc>	I-45
Palatino Bold	Scalable	Port	<esc>(01X<esc>(s1p12v0s3b24591T</esc></esc>	I-46
Palatino Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s0b24591T</esc></esc>	I-47
Palatino Bold Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s3b24591T</esc></esc>	I-48
ITC Avant Garde Gothic Book	Scalable	Port	<esc>(01X<esc>(slp12v0s0b24607T</esc></esc>	I-49
ITC Avant Garde Gothic Demi	Scalable	Port	<pre><esc>(01X<esc>(s1p12v0s2b24607T</esc></esc></pre>	I=50
ITC Avant Garde Gothic Book Oblique	Scalable	Port	<pre><esc>(01X<esc>(slp12vls0b24607T</esc></esc></pre>	I=51
ITC Avant Garde Gothic Demi Oblique	Scalable	Port	<esc>(01X<esc>(slp12vls2b24607T</esc></esc>	I-52
ITC Bookman Light	Scalable	Port	<esc>(01X<esc>(slp12v0s-3b24623T</esc></esc>	I-53
ITC Bookman Demi	Scalable	Port	<esc>(01X<esc>(slp12v0s2b24623T</esc></esc>	I-54
ITC Bookman Light Itallic	Scalable	Port	<esc>(01X<esc>(slp12v1s-3b24623T</esc></esc>	I-55
ITC Bookman Demi Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s2b24623T</esc></esc>	I-56
New Century Schoolbook Roman	Scalable	Port	<esc>(01X<esc>(slp12v0s0b24703T</esc></esc>	I-57
New Century Schoolbook Bold	Scalable	Port	<esc>(01X<esc>(slp12v0s3b24703T</esc></esc>	I-58
New Century Schoolbook Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s0b24703T</esc></esc>	I-59
New Century Schoolbook Bold Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s3b24703T</esc></esc>	I-60
Times Roman	Scalable	Port	<esc>(01X<esc>(slp12v0s0b25093T</esc></esc>	I-61
Times Bold	Scalable	Port	<esc>(01X<esc>(s1p12v0s3b25093T</esc></esc>	I-62
Times Italic	Scalable	Port	<esc>(01X<esc>(s1p12v1s0b25093T</esc></esc>	I-63
Times Bold Italic	Scalable	Port	<esc>(01X<esc>(s1p12v1s3b25093T</esc></esc>	I-64

(Print Sample)





pcl font list

ITC Zapf Chancery Medium Italic	Scalable	Port	<esc>(01X<esc>(slp12v1s0b45099T</esc></esc>	I-65
☆*+・●◆□◆ ◆本圖茶◆◆▼▲	Scalable	Port	<esc>(14L<esc>(slp12v0s0b45101T</esc></esc>	I=66
Εψμβολ <sub>Symbol</sub>	Scalable	Port	<esc>(19M<esc>(slp12v0s0b16686T</esc></esc>	1-67
ΕψμβολΠΣ tymbolps	Scalable	Port	<esc>(19M<esc>(s1p12v0s0b45358T</esc></esc>	1-68
†}(■Y₀Ω)(■Y₀• <sup>tingdings</sup>	Scalable	Port	<esc>(579L<esc>(slp12v0s0b6826T</esc></esc>	1-69
Courier Bold	Scalable	Port	<esc>(01X<esc>(80p10h0s3b4099T</esc></esc>	1-70
Courier Italic	Scalable	Port	<esc>(01X<esc>(s0p10h1s0b4099T</esc></esc>	1-71
Courier Bold Italic	Scalable	Port	<esc>(01X<esc>(s0p10h1s3b4099T</esc></esc>	I-72
_etter Gothic2	Scalable	Port	<esc>(01X<esc>(s0p10h0s0b4102T</esc></esc>	I-73
etter Gothic Bold	Scalable	Port	<esc>(01X<esc>(s0p10h0s3b4102T</esc></esc>	I-74
etter Gothic Italic	Scalable	Port	<esc>(01X<esc>(s0p10h1s0b4102T</esc></esc>	I-75
CourierPS	Scalable	Port	<esc>(01X<esc>(s0p10h0s0b24579T</esc></esc>	I-76
CourierPS Bold	Scalable	Port	<esc>(01X<esc>(s0p10h0s3b24579T</esc></esc>	I-77
CourierPS Oblique	Scalable	Port	<esc>(01X<esc>(s0p10h1s0b24579T</esc></esc>	I-78
CourierPS Bold Oblique	Scalable	Port	<esc>(01X<esc>(s0p10h1s3b24579T</esc></esc>	I-79
ine Printer ON	16.67/8.52	Port	<esc>(00N<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-80
ine Printer 1U	16.67/8.52	Port	<esc>(01U<esc>(80p16.67h8.52v0s0b0T</esc></esc>	I-81
ine Printer 2N	16.67/8.52	Port	<esc>(02N<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-82
ine Printer 5N	16.67/8.52	Port	<esc>(05N<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-83
ine Printer 6N	16.67/8.52	Port	<esc>(06N<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-84
ine Printer 8U	16.67/8.52	Port	<esc>(08U<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-85
ine Printer 9N	16.67/8.52	Port	<esc>(09N<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-86
ine Printer 10U	16.67/8.52	Port	<esc>(10U<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-87
ine Printer 11U	16.67/8.52	Port	<esc>(11U<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	I-88
ine Printer 12U	16.67/8.52	Port	<esc>(12U<esc>(s0p16.67h8.52v0s0b0T</esc></esc>	1-89
PCLXL Only Internal Fonts				
<u>Font</u>	Pitch/Point	Orient	Escape Sequence	Font# FontI
HGGothic-Bold				
HGMincho-Light				
HGPGothic-Bold				

(Print Sample)

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## 27

#### PS Font List

### PostScript® Fonts

Eurostile Extended Two \*\* Geneva o GillSans t GillSans Bold # GillSans Condensed Bold ‡ GillSans Bold Italic ± GillSans Condensed ‡ GillSans Extra Bold # GillSans Italic t GillSans Light ‡ GillSans Light Italic ‡ Goudy Oldstyle Goudy Bold Goudy Bold Italic Goudy ExtraBold Goudy Oldstyle Italic Helvetica † Helvetica Bold † Helvetica Bold Oblique † Helvetica Condensed † Helvetica Condensed Bold † Helvetica Condensed Bold Oblique † Helvetica Condensed Oblique † Helvetica Narrow † Helvetica Narrow Bold † Helvetica Narrow Bold Oblique † Helvetica Narrow Oblique † Helvetica Oblique † HoeflerText Black o HoeflerText Black Italic © HoeflerText Italic □ HoeflerText Ornaments o HoeflerText □ Joanna ± Joanna Bold ‡ Joanna Bold Italic ‡ Joanna Italic ‡ LetterGothic LetterGothic Bold LetterGothic Bold Slanted LetterGothic Slanted ITC Lubalin Graph Book \* ITC Lubalin Graph Book Oblique \*

ABCDEFGabcdefg0123456789[]()!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}:@#\$%^&\*?<>~'" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[[{}:@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}\@#\$\%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}\@#\$\%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~''' ABCDEFGabcdefg0123456789[]{]!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{]!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^& \*?<>~" ABCDEFGabcdefg0123456789[](]!@#\$%^&\*?<>~" ABCDEFGabcdefq0123456789[[{]!@#\$%^&\*?<>-ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefgox23456789[[{}!@#\$%^&\*?<>-"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[()!@#\$%^&\*?&-~2875W9X-2875W9X-11112W W/F ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>-"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[][|!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]()!@#\$%^&\*?<>~"

(Print Sample)



## PostScript® Fonts

ITC Lubalin Graph Demi '

ITC Lubalin Graph Demi Oblique \* Marigold \* ITC Mona Lisa Recut \* Monaco ¤ New Century Schoolbook Bold † New Century Schoolbook Bold Italic † New Century Schoolbook Italic † New Century Schoolbook Roman † NewYork D Optima † Optima Bold † Ontima Bold Italic † Optima Italic † Oxford \* Palatino Bold t Palatino Bold Italic † Palatino Italic † Palatino Roman † Stempel Garamond Bold † Stempel Garamond Bold Italic † Stempel Garamond Italic † Stempel Garamond Roman † ITC Symbol Tekton • Times Bold † Times Bold Italic + Times Italic † Times Roman † Times New Roman ± Times New Roman Rold t Times New Roman Bold Italic ± Times New Roman Italic ‡ Univers † Univers Bold † Univers Bold Oblique † Univers Oblique † Univers Light † Univers Light Oblique † UniversCondensed † UniversCondensed Bold † UniversCondensed Bold Oblique † UniversCondensed Oblique †

ABCDEFGabcdefg0123456789[[{]!@#\$%^&\*?<>~" ABCDEFGabcdefq0123456789[](!!@#\$%^&\*?<>~"" ABCDEFGalcdefg0123456789ll{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[](]!##\$%^& ABCDEFGabcdefg0123456789[] {} !@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{)!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{]!@#\$%^&\*?<>~' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGakcderg0123456789[] \[ \] \[ \] \( \#\\$\%^&\*?<> ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[][]!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{]!@#\$%^&^?<>~"' ABCDEFGabcdefg0123456789[][]!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[[]!@#\$%^&"?<>~"' ΑΒΧΔΕΦΓαβχδεφγ0123456789[]{}!≘#∃%⊥&\*?<>~∀϶ ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<> ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[][}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[][]!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[[{}!@#\$%^&\*?<~"` ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?~~"' ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?>~" ABCDEFGabcdefq0123456789[]{}!@#\$%^&\*?<>~"' ABCDEFGabcdefg0123456789[]()!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{]!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~ ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~" ABCDEFGabcdefg0123456789[]{}!@#\$%^&\*?<>~"

(Print Sample)

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## PostScript® Fonts

UniversExtended †
UniversExtended Bold †
UniversExtended Bold Oblique †
UniversExtended Oblique †
Wingdings "
ITC ZaptChancery MediumItalic"
ITC ZaptDingbats "

Adde Products the Adde by on the Products to give indicated and Adde Systems concerned with may be registered increase just and a system concerned with may be registered increase just and a final position of a final position and a final position of a final position becomes a final position programme of a final position programme of a final position products of a final position products of products of a final position products of products of a final position products of a final position product on positions of a final position product of a final position products of a final position product products of a final position products of a final position

(Print Sample)



## 27.5 PCL Font List

#### PCL Font List

Font#	Font	Pitch/Point
000	Courier	scalable
001	CG Times	scalable
002	CG Times Bold	scalable
003	CG Times Italic	scalable
004	CG Times Bold Italic	scalable
005	CG Omega	scalable
006	CG Omega Bold	scalable
007	CG Omega Italic	scalable
800	CG Omega Bold Italic	scalable
009	Coronet	scalable
010	Clarendon Condensed	scalable
011	Univers Medium	scalable
012	Univers Bold	scalable
013	Univers Medium Italic	scalable
014	Univers Bold Italic	scalable
015	Univers Medium Condensed	scalable
016	Univers Bold Condensed	scalable
017	Univers Medium Condensed Italic	scalable
018	Univers Bold Condensed Italic	scalable
019	Antique Olive	scalable
020	Antique Olive Bold	scalable
021	Antique Olive Italic	scalable
022	Garamond Antiqua	scalable
023	Garamond Halbfett	scalable
024	Garamond Kursiv	scalable
025	Garamond Kursiv Halbfett	scalable
026	Marigold	scalable
027	Albertus Medium	scalable
028	Albertus Extra Bold	scalable
029	Arial	scalable
030	Arial Bold	scalable
031	Arial Italic	scalable

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Font#	Font	Pitch/Point
032	Arial Bold Italic	scalable
033	Times New	scalable
034	Times New Bold	scalable
035	Times New Italic	scalable
036	Times New Bold Italic	scalable
037	Helvetica	scalable
038	Helvetica Bold	scalable
039	Helvetica Oblique	scalable
040	Helvetica Bold Oblique	scalable
041	Helvetica Narrow	scalable
042	Helvetica Narrow Bold	scalable
043	Helvetica Narrow Oblique	scalable
044	Helvetica Narrow Bold Oblique	scalable
045	Palatino Roman	scalable
046	Palatino Bold	scalable
047	Palatino Italic	scalable
048	Palatino Bold Italic	scalable
049	ITC Avant Garde Gothic Book	scalable
050	ITC Avant Garde Gothic Demi	scalable
051	ITC Avant Garde Gothic Book Oblique	scalable
052	ITC Avant Garde Gothic Demi Oblique	scalable
053	ITC Bookman Light	scalable
054	ITC Bookman Demi	scalable
055	ITC Bookman Light Italic	scalable
056	ITC Bookman Demi Italic	scalable
057	New Century Schoolbook Roman	scalable
058	New Century Schoolbook Bold	scalable
059	New Century School Book Italic	scalable
060	New Century Schoolbook Bold Italic	scalable
061	Times Roman	scalable
062	Times Bold	scalable
063	Times Italic	scalable
064	Times Bold Italic	scalable
065	ITC Zapf Chancery Medium Italic	scalable

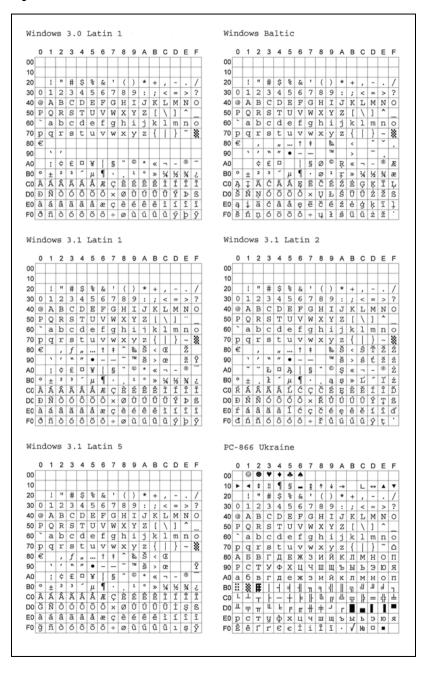


Font#	Font	Pitch/Point
066	ITC Zapf Dingbats	scalable
067	Symbol	scalable
068	Symbol	scalable
069	Wingdings	scalable
070	Courier Bold	scalable
071	Courier Italic	scalable
072	Courier Bold Italic	scalable
073	Letter Gothic	scalable
074	Letter Gothic Bold	scalable
075	Letter Gothic Italic	scalable
076	CourierPS	scalable
077	CourierPS Bold	scalable
078	CourierPS Oblique	scalable
079	CourierPS Bold Oblique	scalable
080	Line Printer	16.67/8.52
081	Line Printer	16.67/8.52
082	Line Printer	16.67/8.52
083	Line Printer	16.67/8.52
084	Line Printer	16.67/8.52
085	Line Printer	16.67/8.52
086	Line Printer	16.67/8.52
087	Line Printer	16.67/8.52
088	Line Printer	16.67/8.52
089	Line Printer	16.67/8.52

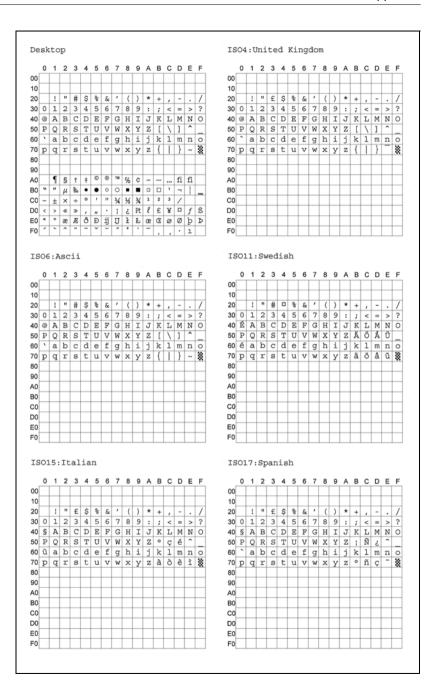
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## 27.6 Symbol Set

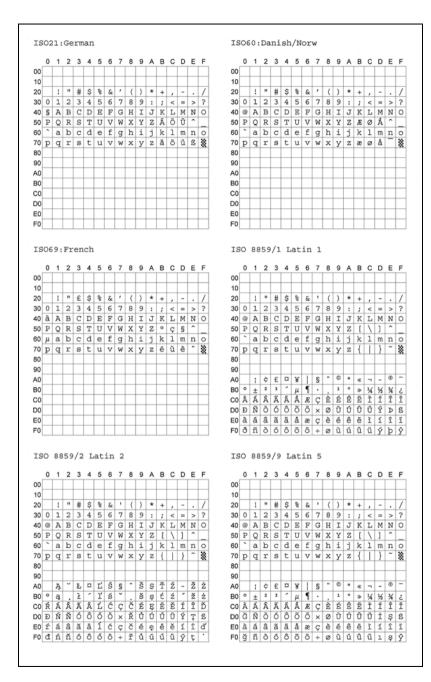




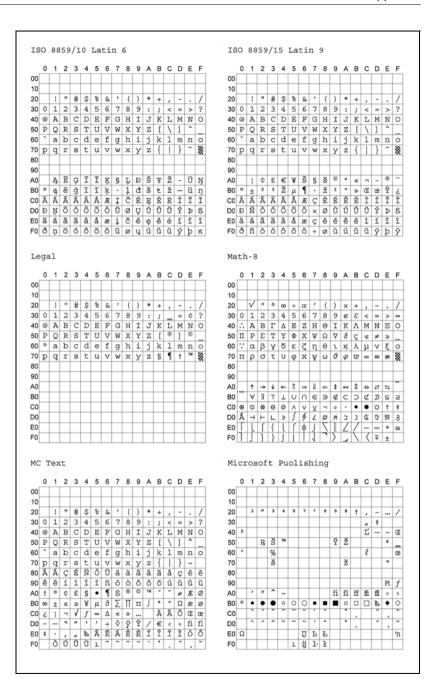


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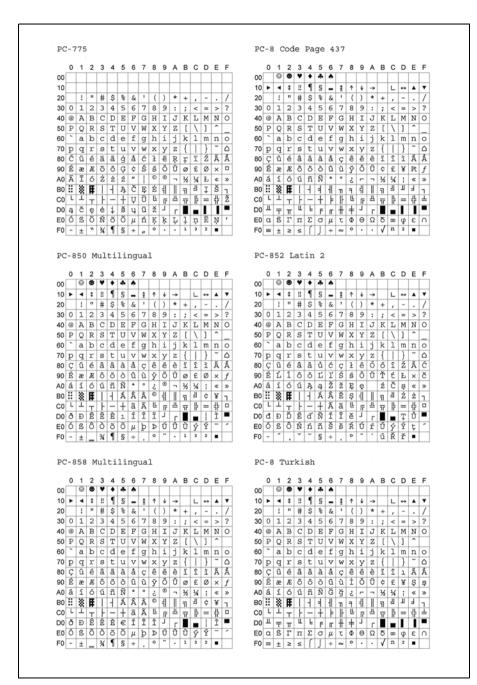




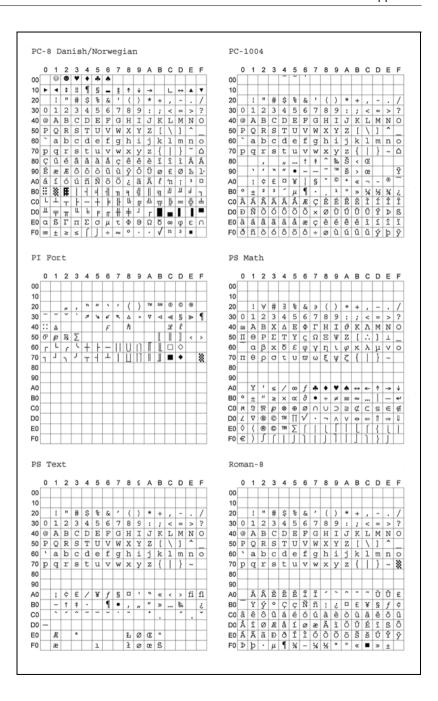


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# 27.7 Glossary

Button	Function
10BASE-T/100BASE- TX/1000BASE-TX	Types of specifications in compliance with the Ethernet standard. Cables made of two stranded copper wire rods are used. Communication speed is 10Mbps with 10Base-T, 100Mbps with 100Base-TX, and 1000Mbps with 1000Base-TX.
APOP  Abbreviation of Authenticated Post Office Protocol. An at method of improved safety by encrypting the password POP uses an unencrypted password which is used to remails.	
Client	A computer which uses services provided by servers through the network.
DHCP	Abbreviation of Dynamic Host Configuration Protocol. A protocol for a client machine on the TCP/IP network to automatically read the setting for the network from a server. Only by controlling the IP addresses for the DHCP clients collectively with the DHCP server, a network can be easily constructed avoiding duplicate addresses.
DNS	Abbreviation of Domain Name System. A system to allow to acquire an appropriate IP address from the host name in the network environment. Users can specify the name of the host instead of the IP address which is difficult to memorize and distinguish and access the other personal computer on the network.
FTP	Abbreviation of File Transfer Protocol. A protocol used to transfer files on the TCP/IP network such as Internet, Intranet, etc.
Gateway	Hardware or software serving as a point connecting networks. Not only connecting, it converts the format, address, protocol, etc. of the data according to the network to be connected.
Hard disk	Mass storage device to save data. The data is maintained even if the power is turned OFF.
НТТР	Abbreviation of HyperText Transfer Protocol. A protocol used to transmit or receive data between a web server and client (web browser, etc.). Files of image, voice, animation, etc. correlated with the document can be exchanged including the expression form and other information.
IP address	A code (address) to identify individual network devices on the Internet. Comprises 4 sets of figures of 3 digits at the maximum such as 192.168.1.10. An IP address is allocated to all computers and other devices connected to the Internet.
IPP	Abbreviation of Internet Printing Protocol. A protocol to control the transmission and reception of printing data or printing devices through the Internet or other TCP/IP networks. Data can be transmitted to a remote printer through the Internet and printed there.
LAN	Abbreviation of Local Area Network. A network connecting computers on the same floor, in the same building, in the buildings nearby, etc.
LDAP	Abbreviation of Lightweight Directory Access Protocol. A set of protocols used to access database servers over TCP/IP network such as Internet or Intranet, for the purpose of obtaining information on e-mail address or environment of network users.



Button	Function
LPR/LPD	Abbreviation of Line Printer Request/Line Printer Daemon.  A type of printing through a network of the WindowsNT system or UNIX system. Printing data from Windows or UNIX can be transmitted to a printer on a network using TCP/IP.
Memory	Unit to save data temporarily.  Data in some memory is erased when the power is turned OFF and not erased in others.
NDS	Abbreviation of Novell Directory Service. Shared resources such as servers, printers, user information, etc. on the network or information such access authority of each user to those resources can be centrally controlled in a hierarchical structure.
NetWare	Network OS developed by Novel. Uses NetWare IPX/SPX as the communication protocol.
OS	Abbreviation of Operating System. Basic software to control the computer system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic documents (extension; .pdf) in the format based on PostScript which can be accessed using Adobe Acrobat Reader, software free of charge.
ping	Abbreviation of Packed INternet Groper. A command used to confirm the communication situation with a distant device under the TCP/IP network environment.
POP	Abbreviation of Post Office Protocol. A protocol to receive electronic mails from a mail server. Currently, POP3, version 3 of POP, is mainly used.
Port number	Number to distinguish each communication port of multiple processes working in the computers on the network. A same port cannot be used for multiple processes.
PostScript	Representative page description language generally used for printing requiring specifically high quality, developed by US Adobe.
Printer driver	Software acting as an intermediate between the computer and printer.
Proxy Server	A server provided to act as the connecting point with the outside in- stead of each client in the connection with Internet and to secure the security of the whole system efficiently.
Pserver	Print server module under the Netware environment. Monitors, alters, pauses, resumes or stops the print job.
Resolution	Degree how correctly the details of images or prints can be reproduced.
SMB	Abbreviation of Server Message Block. A protocol used mainly to realize sharing of files or printers through the network between Windows.
SMTP	Abbreviation of Simple Mail Transfer Protocol. A protocol to transmit or transfer the electronic mails.
SNMP	Abbreviation of Simple Network Management Protocol. A control protocol using TCP/IP in the network environment.
SSL/TLS	Abbreviation of Secure Socket Layer/Transport Layer Security. An encryption system to transmit data in safe between an Web server and browser.

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Button	Function
TCP/IP	Abbreviation of Transmission Control Protocol/Internet Protocol. Substantially the standard protocol used for the Internet. Uses IP address to identify each network device.
TIFF	Abbreviation of Tagged Image File Format.  One of the file formats to save image data (extension; .tif).  Various types of image information can be saved in one image data with the "tag" representing the data type.
Web browser	Software to access web pages. Internet Explorer, Netscape Navigator, etc. are examples.

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